

DRAFT MINUTES

Grafton Underwood Parish Council

Clerk: Mrs Pat Bird
Rosedale
Twywell
Kettering
NN14 3AL

Tel: 07522 582251
Email: clerk@graftonunderwood-pc.gov.uk

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



Minutes of the annual meeting of Grafton Underwood Parish Council held at Grafton Underwood Village Hall on Monday 11th May 2026

Present: Cllr Rob Corney, Cllr Sam Rees, Cllr Martin Leitner, Cllr Gary Gurney, Pat Bird (clerk), 2 residents

26/001 It was **RESOLVED** that Cllr Rob Corney be duly elected chairman for the forthcoming year and Cllr Corney signed his acceptance of office

26/002 It was **RESOLVED** that Cllr Rob Davies be duly elected vice-chairman for the forthcoming year

26/003 Apologies were received from Cllr Rob Davies (holiday).
It was **RESOLVED** that his apologies be accepted

26/004 The clerk advised that Minute 25/091 referred to the council's Asset Register and not the council's Risk Register. It was **RESOLVED** that the minutes of the council meeting held 9th February 2026 be approved as being a correct record, acknowledging that Minute 25/091 should be Asset Register rather than Risk Register.

26/005 The following matters arising from the minutes not included on the agenda, were reported
25/054 The rotting/damaged oak posts are still to be replaced
25/094 Nigel Searle has completed the council's internal audit

26/006 No declarations of members' interests in relation to any items on the agenda, were received

Public participation

26/007 A member of the public said that they had submitted a planning application for replacement windows and asked what role the parish council would have in this application. The resident was advised that as the application was for a Lawful Development Certificate for a Proposed Use or Development, the parish council would have no role in this application as the parish council is not consulted on this type of application. The resident was also advised to contact NNC if they hadn't heard about their application by the determination date.

Planning Matters

- 26/008 a) It was noted that whilst the council supported the application [25/01376/LBC](#) for the replacement of existing single glazed windows with heritage casement double glazed windows at Orchard Cottage 40 Cranford Road Grafton Underwood NN14 3AA, a further document relating to this application had been added recently, so this application may need to be reconsidered as it may not yet be complete.
- b) It was noted that the application [25/01867/CAC](#) for the demolition of rear extension, construction of single storey rear extension and replacement of existing windows with matching casements at 47 Cranford Road Grafton Underwood NN14 3AA is the same

DRAFT MINUTES

application as 25/01860/HFUL. No clarification has been received regarding the application form stating the windows are to be timber flush casement double glazed windows, whereas other documents state timber-look UPVC.

- 26/009 The clerk advised that the Grafton Underwood Neighbourhood Plan was now at the Referendum Stage and that the Referendum is scheduled for 2nd July 2026, NNC will be running the Referendum, details of which will be available on the NNC website, [Neighbourhood planning activity in North Northamptonshire | North Northamptonshire Council](#). Information regarding the Neighbourhood Plan is available on the parish council website [Neighbourhood Plan – Grafton Underwood Parish Council](#)

Parish Matters

- 26/010 The main issue arising from the Annual Parish Meeting was the need to engage with residents regarding the work on the overflow. Sam Rees, representing Boughton Estate, and Rob Corney as the Flood Warden will work with Alastair Wildgoose and other affected residents to find solutions to the overflow. Any support required from the parish council with this should be raised with the clerk.
- 26/011 The clerk stated that Cllr Davies had reported that there was an issue with the speed indicator devices causing a delay with the reporting of speed data, but this will be available once the issue had been fixed.
- 26/012 Cllr Davies has some cherry trees to be planted around Grafton Underwood, and any residents or organisations wishing to plant these should contact Cllr Davies.
- 26/013 Rob Corney, as Flood Warden, reported that there is some clearing work to be done in the brook, so he will contact Mark Bird and also engage the help of the volunteers with strimming by the brook.
- 26/014 For the Growing Together project, it was **RESOLVED** that the clerk to investigate the latest date for spending of the grant received. Also that a Scope of Works be created for the structural items such as fencing, etc and that incidental items may be purchased by the clerk or Natalie Westgate, (Growing Together lead), subject to costs being within budget and receipts retained.
- Cllr Leitner left the meeting due to a prior work commitment

Representative appointments

- 26/015 It was **RESOLVED** that the Clerk be appointed as the council's Police Liaison Representative (PLR) for the forthcoming year
- 26/016 It was **RESOLVED** that council/clerk membership of the following outside bodies be approved
- Northamptonshire County Association for Local Councils (NCALC)
 - Society of Local Council Clerks (SLCC) To approve membership of outside bodies

Finance Matters

- 26/017 The support from Cllr Brendon Lovell-Moore through the Member Empowerment Fund for the contribution towards the cost of the second speed indicator device was acknowledged and appreciated.
- 26/018 No required changes to the council's bank signatories / authorisers were required with Cllr Corney and Cllr Davies continuing in this role

DRAFT MINUTES

DRAFT MINUTES

26/019 The clerk advised that the council was required to find £1905 in 2025/2026 to pay towards the second speed indicator device. With the £300 contribution from Cllr Brendon Lovell-Moore and an underspend in 2025/2026 of almost £1100, the clerk recommended that the council's Village Services Reserves be reduced from £800 to £300 and that any underspends from 2026/2027 are moved to Village Services Reserves. It was **RESOLVED** that the clerk's recommendation be approved.

26/020 The May Finance Report was noted, with

- a) Cash Book as at 30th April 2026, showing a balance of £18,724.78
- b) Bank Reconciliation as at 30th April 2026, showing a bank balance of £18,724.78
- c) Budget Spend as at 30th April 2026, showing £590.72 ex VAT spent

26/021 It was **RESOLVED** that the payments presented in the Schedule of Payments be authorised

26/022 It was **RESOLVED** that the renewal of the council's insurance with Zurich, i.e. 214.00 for the period 01/06/26 to 31/05/27, be approved

Governance Matters

26/023 The Member Code of Conduct was reviewed, and the seven principles of public life, i.e. Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership, acknowledged.

26/024 Following a review of the council's Standing Orders, there were no required changes

26/025 Following a review of the council's Financial Regulations, there were no required changes

Annual Governance and Accountability Return (AGAR)

26/026 It was **RESOLVED** that

- a) the Annual Internal Audit Report 2025/2026, be noted
- b) the Year End Cash Book 2025/2026, be approved
- c) the Annual Governance Statement 2025/2026 be completed and signed
- d) the Accounting Statements 2025/2026 be approved and signed
- e) the Certificate of Exemption – AGAR 2025/2026 be completed and signed
- f) the dates for the exercise of electors rights re inspection of the annual accounts (Wednesday 3 June 2026 – Tuesday 14 July 2026) be noted

Other Matters

26/027 The clerk to send through details of courses to the members for their consideration

26/028 There were no further updates from the chairman

26/029 The clerk reported that they will be retiring at the end of March 2027 and will be submitting their resignation notice to the chairman for consideration at the next meeting.
The clerk reported that they had received Crime Prevention leaflets for distribution to residents

26/030 The date of the next scheduled meeting was set as Monday 3rd August 2026 at 6:30pm

26/031 Cllr Corney thanked everyone for attending the meeting and closed the meeting at 20:15

DRAFT MINUTES