

MINUTES OF STANWICK PARISH COUNCIL HELD ON

Date: 19th May 2016

Venue: Committee Room, Village Hall, Stanwick

Time: 7.15 p.m.

Present: Councillors:-
A Michel (in the chair)
S Glanville-Hughes
S Kitchener
D Munday
M Partrick
N Peck
G Roberts

1. ELECTION OF THE CHAIRMAN OF THE COUNCIL FOR THE YEAR

After proposal and voting, it was

RESOLVED

That Councillor Michel be elected as Parish Council Chairman for 2016-17

2. DECLARATION OF OFFICE BY THE NEWLY ELECTED CHAIRMAN

Councillor Michel completed the declaration

3. ELECTION OF VICE CHAIRMAN

After proposal and voting, it was

RESOLVED

That Councillor Munday be elected as Parish Council Vice Chairman for 2016-17

4. APOLOGIES FOR ABSENCE

Apologies were received from County Councillor Hughes.

5. DECLARATION OF INTEREST

Councillor Partrick declared an 'other' interest in planning application 16/00864/VAR as a relative lived near the location.

6. APPROVAL OF MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 28th April 2016 be approved as a correct record and signed by the Chairman.

7. REVIEW ARRANGEMENTS FOR THE DELEGATION OF POWERS TO THE CLERK

The Council reviewed arrangements and were satisfied.

8. APPOINTMENT OF COMMITTEES

It was proposed and

RESOLVED

That it is not appropriate to establish any committees

9. STANDING ORDERS AND FINANCIAL REGULATIONS

It was noted that NALC had issued new model Financial Regulations and the Clerk had circulated the new model Regulations together with a modified version for adoption by the Council. It was proposed and

RESOLVED

That the modified Financial Regulations circulated by the Clerk be adopted.

That the Standing Orders now be modified to reflect the new Financial Regulations and reviewed to ensure they are up to date.

The revised Standing Orders should be presented to a later meeting for review and adoption.

10. REPRESENTATION ON OUTSIDE BODIES

It was proposed and

RESOLVED

That the Clerk be appointed to represent the Council on the East Northamptonshire Consortium for Grounds Maintenance.

That Councillor Munday be appointed to represent the Council on the Joint Action Group

That Councillor Kitchener be appointed to represent the Council on the Village Hall Trust

11. REVIEW OF ASSET REGISTER

It was noted that the Asset Register had been recently circulated to all councillors and was found to be satisfactory.

12. REVIEW OF ARRANGEMENTS FOR INSURANCE COVER

It was proposed and

RESOLVED

That insurance cover be continued with Zurich Municipal on a one year contract at a cost of £560.43 as the cost savings for a longer term contract was minimal.

That a cheque for the premium may be drawn after the meeting.

It was noted that once the new play equipment had been installed, the level of insurance cover would need to be reviewed.

13. MEMBERSHIP OF OUTSIDE BODIES

After consideration of the merits of belonging to the organisations, it was proposed and

RESOLVED

That membership of Northamptonshire County Association for Local Councils, Northamptonshire A.C.R.E, Open Spaces Society, the Society of Local Council Clerks and National Society of Allotments and Leisure Gardeners should be continued and that the Clerk is authorised to pay the membership fees as renewal of membership becomes due.

14. BANKING ARRANGEMENTS

The current arrangements were reviewed and found to be satisfactory with no changes required.

15. COUNCIL'S COMPLAINT PROCEDURE

The current policy was found to be satisfactory.

16. FREEDOM OF INFORMATION ACT 2008 AND THE DATA PROTECTION ACT 1998

It was proposed and

RESOLVED

That the revised model policy provided by the Office of the Information Commissioner be adopted without alteration.

That Parish Councils policies to be updated to reflect the new model policy and remove references to the Grapevine.

17. POLICY FOR DEALING WITH THE PRESS/MEDIA

The current policy was found to be satisfactory.

18. CALENDAR OF MEETINGS FOR 2016-2017

It was proposed and

RESOLVED

That the calendar of meetings that forms Appendix A be approved

19. COUNCILLOR PORTFOLIOS

It was proposed and

RESOLVED

Councillor Kitchener would hold the portfolio for Finance and Internal Control and Councillor Munday should hold the portfolio for Community Safety.

20. PUBLIC SPEAKING TIME

Mr S Chambers requested that the Council consider paying for the church clock to be serviced. It is anticipated that the cost would be about £1000.00. It was agreed that a grant application form be sent to Mr Chambers and the Council would consider the request at a later meeting.

The Clerk read out a letter from Stanwick Village Hall Trust, thanking the Parish Council for its contribution to the street party and for providing table to be used in the village hall.

21. FINANCIAL MATTERS

a. Internal Control

i. Budget variance report and statement of accounts

The budget variance report and statement of accounts were received and the contents noted.

Further to Minute 184 a i (March 2016) it was noted that the Clerk has spoken with the Nat West Business Management Team who have advised that the calculations are based on income and that as the Councils income had increased due to one off grants, it should be possible to retain the free banking status. (Call ref 19/05/16 @ 13.04)

ii. Report in relation to VAT

The claim for March has been received. A claim was not submitted in April as the minimum threshold to claim had not been reached.

iii. Report in relation to PAYE

HMRC have received the year end return.

iv. Grants received or given

None.

v. Incident reports on council owned land

There have been no reports of any incidents on Council owned land.

vi. Reports from volunteer inspectors

None.

b. Schedule of payments presented

It was proposed and

RESOLVED

That the schedule of payments that forms Appendix B to this Minute be approved for payment

c. Approval and adoption of the Income and Expenditure Accounts, Balance Sheet and Supporting Statement for 2015-2016

It was proposed and

RESOLVED

That the Income and Expenditure, Balance Sheet and Supporting Statement for 2015-16 that are shown in Appendix C to this Minute be approved and adopted.

d. To approve the completion of sections 1 and 2 of the Annual Return for 2015-2016

The Statement of Assurance was read out and the Council directed the completion of the responses. It was noted that the Council's responsibilities had been satisfied during the year 2015/16 and duly Minuted. It was proposed and

RESOLVED

That the Chairman should complete and sign the Statement of Assurance.

It was proposed and

RESOLVED

That the Chairman of the meeting should sign the Statement of Accounts on the Annual Return.

e. Overtime payment for the Clerk

It was proposed and

RESOLVED

That an overtime payment for 22 hours worked between 12/03/16 and 13/05/16 be made to the Clerk.

22. PLANNING MATTERS

a. Planning consultations

16/00854/FUL Replacement of mixed fir trees to front boundary with 2m high wooden featheredged fence at 25 Alfred St

After consideration of the planning documents available and further discussions it was proposed and

RESOLVED

That the following response be sent to East Northamptonshire Council

Providing the new fence matches the location of the conifers to be removed, and does not extend to the front of the property, the Parish Council does not object.

The Council appreciates the applicant's desire for privacy at the rear of the property but feels the street scene would be adversely affected if 2m fencing was installed where the property fronts on to Alfred Street.

16/00864/VAR variation of condition 1 to vary the alignment of street 1 between Chelveston Road access at Rushmere through to plots 271/272 pursuant to planning consent 13/01604/REM (pursuant to 07/02238/OUT)

After consideration of the planning documents available and further discussions it was proposed and

RESOLVED

That the following response be sent to East Northamptonshire Council

The Parish Council has no new comment to make

16/00864/FUL variation of condition 1 to increase the number of dwellings by one plot, revised layout and elevations with revised house type to Plots 223 and 224 pursuant to planning consent 13/01604/REM (pursuant to 07/02238/OUT)

After consideration of the planning documents available and further discussions it was proposed and

RESOLVED

That the following response be sent to East Northamptonshire Council

The Parish Council has no new comment to make

b. Planning decisions made by East Northamptonshire Council

It was noted that planning permission had been granted in the case of:

16/00707/FUL	Replacement tarmac driveway at The Woodlands
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It was noted that planning permission had been refused in the case of:

16/00443/FUL	New dwelling house at 17 High Street
16/00541/FUL	Study on floor above existing room at 5 Brookside

c. Reg. 16 consultation for Chelveston NDP

It was proposed and

RESOLVED

That Stanwick Parish Council supports Chelveston NDP

23. STANWICK NEIGHBOURHOOD PLAN UPDATE

It was noted that the Regulation 14 consultation had finished and that Steering Group are reviewing the data collected.

24. GRAND OPENING OF THE ALLOTMENT FACILITY

It was proposed and

RESOLVED

That there should be an official opening of the allotment and community garden facility with invited guests on Saturday 27th August 2016. It is hoped that this can be co-ordinated with other events in the village.

That a budget of £500.00 be set aside for the official opening.

It was agreed that councillors would consider invitees etc outside of the meeting.

25. PROPOSED WORKS BY SRFC AT RECREATION GROUND

It was noted that Stanwick Rovers Football Club had notified the Parish Council of its intention to build a small wall near the club house and that it intended to install CCTV to deter vandalism.

It was proposed and

RESOLVED

The Parish Council had no objections to the wall.

That when the Football Club were ready to proceed with its proposals for CCTV it should contact the Council with full details for the Councils consideration.

26. ALLOTMENTS

a. Update on rent and tenancies

It was noted that of the 26 plots, 23 were currently let and all rents had been received. Work is taking place on the vacant plots to make them ready for letting.

b. Request for permission to house chickens

A combined request had been received from plots 24 and 25 for permission to have chickens.

It was proposed and

RESOLVED

That consent be given with the express condition that cockerels were not permitted in any circumstance.

c. Update on the water supply

It was noted that the water has now been connected and this had revealed a problem with the taps. The taps had not previously been tested. JAH Construction have now checked the fitting of the taps and one tap was found to be faulty and this will be replaced.

d. Update on rabbit proofing

Further to Minute 206 (7 April 2016) the additional fencing has been installed and it appears to have rectified the problem.

e. Date for the next inspection

It was agreed that the councillors will carry out a site inspection on 26th May.

27. COMMUNITY SAFETY

a. Parking issues created by overflow traffics from Stanwick Lakes (7/8th May)

It was noted that there was a serious issue with overflow parking within the village from Stanwick Lakes. The weekend was the first good weather of the season. Appropriate authorities have been informed.

b. Recent incidents

Recent incidents were noted including a child almost being hit by a car on Church Street (18/05/2016)

28. GROUNDS MAINTENANCE

a. Poor quality of the flower beds at the cemetery

It was noted that the quality of the soil in the flower beds at the cemetery was very poor and the Clerk had arranged from Turney Landscapes to import manure to improve the quality. There will be a cost for this work.

It was suggested that some permanent planting is introduced to the flowers beds rather being solely reliant of seasonal plants. It was suggested carpet roses, lavender, rosemary and other scented low maintenance plants be considered to improve the sensory nature of the flower beds and to improve its attraction to bees and butterflies.

It was proposed and

RESOLVED

The flower beds at the East Street triangle should have a similar treatment of manure.

That advice should be sought from Turney Landscapes as the best plants to introduce to the beds.

b. Minutes from the Consortium meeting

The Minutes were noted.

29. HIGHWAYS REPLY TO THE STANWICK'S HIGHWAYS 'PARISH SATISFACTION SURVEY'

It was noted that the Clerk had completed the 'Parish Satisfaction Survey' issued Kierwsp and the Kierwsp response had been circulated to all councillors.

30. CEMETERY INSPECTION

It was agreed that the inspection of the cemetery and church yard would take place on Saturday 11th June at 10 am.

31. PARISH COUNCIL'S EMERGENCY PLAN

The Council was asked to review the robustness of the Emergency Plan. The Clerk will ensure the contact details are up to date. Invitations from Northants Emergency Response Corps to training sessions will be circulated to councillors.

The matter will be consider again at a later meeting.

32. LIST OF CORRESPONDENCE

The list that forms Appendix D was received.

33. NEXT SCHEDULED MEETING

The next scheduled meeting will be on 21st July 2016

Meeting closed 9 p.m.

Chairman

Stanwick Parish Council

Calendar of meetings 2016/17

19 th May 2016	Annual Council Meeting
21 st July 2016	Council Meeting
15 th September 2016	Council Meeting
17 th November 2016	Council meeting
19 th January 2017	Council Meeting
16 th March 2017	Council Meeting
20 th April 2017	Annual Parish Meeting
18 th May 2017	Annual Council Meeting
20 th July 2017	Council Meeting
21 st September 2017	Council Meeting
16 th November 2017	Council Meeting

All meetings will be held in the Committee Room of the Village Hall and will commence at 7.15 p.m.

Additional meetings may be called to consider planning applications or as the Chairman or Council directs.

Appendix B

Power of General Competence adopted 19th November 2015

Schedule of payments made outside of the meeting (Financial Regulation 6.8)

Cheque no	Detail	Amount
	None	

Schedule of payments presented for payment at the meeting

Cheque no	Detail	Amount
000508	East Northamptonshire Council Grounds maintenance April 16	£2346.17
000509	Office Depot (UK) Ltd Tables	£1029.12
000510	Office Depot (UK) Ltd Stationery	£21.22
000511	Stanwick Village Hall Trust Room hire	£18.00
000512	Northants CALC Annual subs	£832.03
000513	J Hodgson Printer ink, cost of calls, plants	£31.77
000514	Cash For petty cash	£65.00

The above payments were approved _____ Chairman
19th May 2016

For information (Financial Regulation 6.5 & 6.6)

Date		Detail	Amount
09.05.16	STD	NCC Pensions	£681.38
12.05.16	DDM	E-on	£9.46
15.05.16	DDM	Anglian Water	£5.00

Receipts:

Date	Detail	Amount
26.04.16	HMRC (VAT refund)	£1291.68

Stanwick Parish Council

Income and Expenditure for the year ended 31 March 2016

2014/15	Income	2015/16
£		£
57630.00	Precept	59358.00
405.38	Agency Services	405.38
4517.50	Cemetery Fees	3137.50
40.00	Bowls Club	40.00
120.00	Stanwick Rovers	120.00
211.00	Misc	1.00
0.00	Allotment fees	875.00
380.26	Interest	38.35
3600.00	Grants	0.00
1795.00	Big Lottery	48205.00
	Total other receipts	52416.85
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68699.14	Total Income	112180.23
	Expenditure	
£		£
18537.87	Staff costs	23000.50
4908.59	Loan payments	4844.33
2991.22	General Admin	3116.54
585.58	Insurance	540.57
942.68	Section 137	40.00
22496.36	Grounds maintenance	24186.98
2051.50	Repairs & Renewals	1984.00
1322.92	Misc	7322.90
340.78	Parish fields	1064.54
3506.40	Neighbourhood/Parish Plan	1828.50
1795.00	Big Lottery	48478.29
	Total other payments	88562.32
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59478.90	Total Expenditure	116407.15
9220.24	Surplus/(deficit)	-4226.92
106788.97	Retained surplus brought forward	116009.21
<hr/> <hr/>	Retained surplus carried forward	<hr/> <hr/>
116009.21		111782.29

Stanwick Parish Council

Balance Sheet as at 31st March 2016

2014-15		2015-16
£	Current assets	£
1847.81	Debtors	1291.68
0.00	Payments in advance	0.00
<u>114564.48</u>	Cash & Bank	<u>111456.09</u>
116412.29	Total assets	<u>112747.77</u>
£	Current Liabilities	
403.08	Creditors	425.48
0.00	Receipts in advance	<u>540.00</u>
<u>403.08</u>	Total Liabilities	965.48
116009.21	Net Assets	111782.29
116009.21	Represented by	
	Retained surplus	111782.29

The above statement represents fairly the financial position of the authority as at 31st March 2016 and reflects its income and expenditure during the year.

Stanwick Parish Council

Supporting Statement for accounts for the year 2015/16

Assets

Movements in the year

No assets were disposed of.

At 31st March 2016 the following assets were held:

Community Assets

Cemetery	£1.00
Recreation Ground	£1.00
Amenity Area, Spencer Parade	£2.00
9 Seats	£325.00
4 Bus shelters	£1264.00
6 Litter bins	£6.00
3 Dog waste receptacles	£3.00
Play equipment at the recreation ground Comprising of 3 pieces	£3.00
2 Welcome to Stanwick signs	£1480.00
4 Football floodlight stanchions	£4023.00
Village Sign	£1.00
NeXus play equipment	£9950.00
Jubilee Map	£999.00
Land known as Parish Fields	£75,000.00
Chairman's Chair of Office	£1185.00
Furniture and fittings	£247.00
Computer hardware	£820.50
Cemetery Notice Board	£601.00
Mallows Grange	£10,000.00
Speed Indication Device	£3035.00
Storage container	£1795.00
Seating	£1303.00
Community garden tools	£1706.00
Poly tunnel	£946.67
PA System	£143.83
Notice boards at Parish Fields	£2258.00
Planters	£1490.40
Rotovator	£540.00
10 tables for use at the village hall	£934.83

Value of assets stated according to acquisition values recorded in the Asset Register

Borrowings

At the close of business on 31st March, the following loan to the Council was outstanding:

Public Works Loan Board (Parish Fields)	£67533.75
Public Works Loan Board (Recreation Ground)	£3518.80

Leases

At the year end the following lease was in operation

<i>Lessee</i>	<i>Purpose</i>	<i>Annual Rent</i>	<i>Year of expiry</i>
Stanwick Rovers Football Club	Land at the Recreation Ground where the changing rooms stand	£1*	2026
*Paid as a commuted sum of £25.00 5 th June 2002			
Stanwick Bowls Club	Land at the Recreation Ground where the bowling green is	£40	2026

Debts Outstanding

At the year-end debts of £1291.68 were outstanding and due to the council. The age of these debts were

	No.	Value
Less than three months old	1	£1291.68

Capital Reserves

Capital Reserves are used to hold funds for specific capital projects. As the account attracts a higher interest rate, this account is also used to hold General Reserves that are not required for immediate access.

Reserve balances at 31st March 2016:

Traffic calming	2765.00
Railings	422.00
Cemetery fund	40208.00
Playground fund	17091.00
Neighbourhood Plan	3547.31
Election Fund	2328.98
Parish Fields	5025.96
Church wall fund	1500.00
General Reserve	3628.61
	<u>£76478.51</u>

Tenancies

The Council does not hold a tenancy on any property.

The Council issued tenancies on 26 allotments in 2015.

Agreements

The Parish Council has entered into the following Agreements

Management Agreement for Stanwick Pocket Park. Stanwick Pocket Park Group have a 25year management agreement for the site until 2037.

Agreement to permit Stanwick Races Group to site a storage container at Parish Fields. Ten year agreement commenced February 2016 for ten years. A commuted sum for rent was paid in February 2016.

S.137 Payments

The limit for spending under s137 of the Local Government Act 1972 for this council in the year of account was £11,143.04. This has been calculated at a rate of £7.36 per elector (1514 as at 3rd December 2014)

<i>Payee</i>	<i>Nature of Payment</i>	<i>£</i>
Poppy Appeal	Donation	<u>40.00</u>
<i>Total</i>		40.00

Note: General Power of Competence adopted 19th November 2015.

Agency work

During the year the Council undertook the following Agency work on behalf of other authorities

<i>Principal Authority</i>	<i>Nature of work</i>	<i>£</i>
Northamptonshire County Council	Maintenance of grass verges	405.38

This sum was reclaimed on 21st December 2015.

Advertising and Publicity

The following costs for advertising and publicity were incurred during the year.

	<i>£</i>
Delivery costs of Council Annual Newsletter	40.00
Printing of Annual Newsletter	<u>28.35</u>
<i>Total</i>	£68.35

Race Relations (Amendment) Act 2000

In recognition of the Parish Council's responsibility under the Employers Duty of the Race Relations (Amendment) Act 2000 the Parish Council publishes the fact that the Council has one employee of White – British origin.

Reports and Correspondence Received

1. Email: ENC Joint Stanwick Complaints Committee
2. Email Open Spaces E-zine Spring issue (circulated to councillors)
3. Email: March news from my county council (circulated to councillors)
4. Email: Details of NCC Children's Centre Services consultation
5. Email: CPRE Spring Roadshow (circulated to councillors)
6. Email: Northamptonshire Emergency Response Corps newsletter
7. Email: ENC Newsletter, Easter Special (circulated to councillors)
8. Email: Northants CALC eUpdate March/April 2016 (circulated to councillors)
9. Email: Agenda and papers for ENC meeting 11/04/16
10. Email: Invitation to ENC Annual Meeting 18 May 2016
11. Email: Parish Online, mapping service
12. Email: CPRE Litter heroes of 2016 (circulated to councillors)
13. Email: Details of women's cycling tour
14. Email: Emergency Corps training event
15. Email: NACRE ebulletin (circulated to councillors)
16. Email: Mayor of Thrapston's charity event (circulated to councillors)
17. Email: Aprils update from NCC (circulated to councillors)
18. Email: NCALC briefing (circulated to councillors)
19. Email: VIN briefing (circulated to Councillors)
20. Email: notification of Irthlingborough's Mayor for 2016
21. Email: e update from Superfast Northamptonshire (circulated to councillors)
22. Email: May's news from my county council (circulated to councillors)
23. Email: Healthwatch Northamptonshire invite you to Revolutionising Engagement and Involvement Public Engagement Event explaining the Northamptonshire Sustainability Transformation Plan