

# MINUTES OF STANWICK PARISH COUNCIL HELD ON

**Date:** 21st July 2016

**Venue:** Committee Room, Village Hall, Stanwick

**Time:** 7.15 p.m.

**Present: Councillors:-**  
D Munday (in the chair)  
S Glanville-Hughes  
S Kitchener  
N Peck  
G Roberts

## **47. ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Michel and Partrick. Apologies were also received from District Councillor Howell.

## **48. APPROVAL OF MINUTES**

It was proposed and

### **RESOLVED**

That the Minutes of the Council Meeting held 16<sup>th</sup> June 2016 be approved as a correct record and signed by the Chairman.

## **49. DECLARATION OF INTEREST**

Cllr Munday declared an 'other' interest in planning application 16/01238/FUL. Cllr Glanville-Hughes declared an interest (as an employee) when the Duke of Wellington was being discussed.

## **50. PUBLIC SPEAKING TIME**

None.

## **51. REPORT FROM COUNTY COUNCILLOR HUGHES**

None.

## **52. REPORT FROM DISTRICT COUNCILLOR HOWELL**

A written report was received.

## **53. AMENDED STANDING ORDERS**

It was proposed and

## **RESOLVED**

The amendments made to the Standing Orders to reflect the changes to the Financial Regulations made 19<sup>th</sup> May 2016 be approved and adopted with immediate effect.

### **54. 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.

##### **ii. Report in relation to VAT**

The claim for April and May has been received. The claim for June, which includes the reclamation of VAT for the new play equipment, has been received.

##### **iii. Report in relation to PAYE**

HMRC have received the year end return.

##### **iv. Grants received or given**

The grant from East Northamptonshire Council for the play area has been received.

##### **v. Amendments to the asset register**

The asset register needs to be updated with the new equipment at the recreation ground.

##### **vi. 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 A to this Minute be approved for payment

#### **c. Report from the Internal Auditor**

The report from the Internal Audit Service was received and noted.

#### **d. National Salary Award**

It was proposed and

## **RESOLVED**

That in line with Council practise the Clerks salary is to be increased in line with the national salary scale backdated to 1<sup>st</sup> April 2016 and the increase with effect from 1<sup>st</sup> April 2017 should be implemented at the appropriate time.

**e. 'Local Council Administration' Tenth edition**

It was proposed and

**RESOLVED**

That the 10<sup>th</sup> edition of 'Local Council Administration' be purchased at a cost of £73.60

**f. PARISH NOTICE BOARD**

It was noted that the current notice board was old, no longer water tight and involved overhead lifting (to remove/replace the front cover).

After consideration of alternative suppliers it was proposed and

**RESOLVED**

That subject to the Village Hall Trust agreeing to a larger noticeboard being erected in place of the existing one, that an order be placed with Whitehill Direct Ltd for the 2.3m notice board in the green finish with a header board at a cost of £955.00. The header board to be green with white writing.

It was noted that there would be a cost to remove the existing, including disposal, and installing the new one.

**g. Pension Scheme Valuation Questionnaire**

The Council directed the Clerk in how the questionnaire should be completed.

**h. Projector and screen to use at public meetings**

It was noted that the Council does not have its own projector and screen and is reliant on borrowing equipment when it is needed. A particular model was suggested. When East Northamptonshire Council stop providing paper copies of planning applications, a projector will be essential. It was proposed and

**RESOLVED**

The Council should purchase a projector and screen as seen at the meeting.

The screen will be stored at the village hall and may be used by other groups.

The purchase should be set against the Neighbourhood Plan budget as part of public consultation.

**i. Future capital projects at the recreation ground**

It was noted that the Council had agreed to proceed with the outdoor fitness equipment project once the play area refit had been completed. It was noted that it was appropriate to obtain new quotes given the time that had elapsed since the initial quotes were received. It was proposed and

## **RESOLVED**

That the Council would focus on installing a number of pieces of equipment at the recreation ground with a view to extending it to other parts of the village depending on the up take and usage.

That the Clerk should seek grant funding.

It was noted that a request for a MUGA had been received. However the cost is likely to be prohibitive (£50-75,000). An alternative suggestion of a skills wall and teen shelter at a much lower cost. It was proposed and

## **RESOLVED**

That an initial quote be obtained as part of a feasibility study.

### **j. New signage at the recreation ground**

Further to Minute 40 (June 2016) a quote for 600 mm x 600 mm aluminium sign was received. It was noted there would be installation costs. It was proposed and

## **RESOLVED**

That two signs should be ordered at a cost of £90.00 each from JS Pendred and the sign maker be asked to amend the existing sign to read '16' instead of '13'

## **55. PLANNING MATTERS**

### **a. Planning consultations**

#### **16/01238/FUL      Erection of rear extension (resubmission of 15/01759/FUL) due to the addition of wood burning stove and chimney) at 1 High Street**

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 does not object to the proposal subject to the materials being sympathetic to the property.

This decision has been made on the assumption there are no objections from neighbouring householders

#### **16/00864/VAR      Variation of condition to increase number of dwellings by one plot (223 to 224) at Darsdale**

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

Councillor Munday notified the meeting that he had reported the works for the entrance area of the Duke of Wellington to East Northamptonshire Council and requested that the Clerk ask Councillor Howell to ensure matters were expedited at East Northamptonshire Council.

**b. Planning decisions made by East Northamptonshire Council**

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

16/00854/FUL	Replacement of trees by 2m fence at 25 Alfred Street
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It was noted that planning permission had been refused in the case of:

16/01023/OUT	Dwelling at 2 Needham Road
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**c. Professional advice to prepare for the Gladmans appeal**

It was proposed and

**RESOLVED**

That the Council would utilise the services of Landmark Planning to help it prepare for the planning appeal at a capped cost of £500.00.

The Council would consider the need for face to face assistance after the consultant's report is received.

**d. Appeal by Gladmans' Development Ltd**

It was noted that appeals for both refused planning applications would be heard at the same time in October. It was proposed and

**RESOLVED**

That the letter received from Anglian Water be forwarded to the Planning Inspector.

**56. PARISH COUNCIL 'APP'**

The possibility of having a Stanwick Parish Council phone App was discussed as a means of engaging with people on a update communications platform. The App would be linked the Parish Council website and send alerts to the users phone when the website is updated. It was proposed and

**RESOLVED**

That the Council should wait and see how other councils get on with similar apps and reconsider at later date.

**57. HEADSTONE INSPECTION**

The report that forms Appendix B was received. It was noted that the report for St Laurence Churchyard had been sent to Rev. Bell.

Regarding works at Stanwick Cemetery, it was proposed and

**RESOLVED**

That Mr Mission should be instructed to remove the self-set trees, re-set path edging stones and clean up the area around the black bench and paint it.

Mr Mission should also be instructed to apply weed spray to the self-set trees in the church wall.

**58. UPDATE ON THE NEIGHBOURHOOD PLAN**

The following was noted:

Neighbourhood Plan – current position

The Regulation 14 consultation has been completed.

The public and statutory comments are being considered.

Policies need to be finalised following Reg. 14 consultation

Documents requiring completion

- Statement of Community Involvement
- Basic Conditions Statement
- Stanwick Neighbourhood Plan - submission version
- Transport Audit – amendments due following Regulation 14 consultation

Documents yet to be started

- Equalities Impact Statement

**59. COUNCIL WEBSITE**

It was noted that the Clerk was building a new website on moonfruit to replace the current one.

**60. COMMEMORATIVE EVENTS THE PARISH COUNCIL SHOULD MARK**

After a lengthy discussion it was proposed and

**RESOLVED**

That Councillor Munday would put together a proposal for consideration which may include provision of a flag pole for consideration at a later meeting.

**61. 'UNRECORDED HISTORIC ROUTES'**

Literature from the Open Spaces Society regarding unrecorded historic routes (footpaths) was circulated prior to the meeting. It was proposed and

## **RESOLVED**

That the Parish Council is interested in this issue in relation to Stanwick and more information should be sought.

### **62. CENTENARY FIELDS SCHEME**

It was noted that historically the Parish Council had not felt favourably towards the 'Fields in Trust' organisation. However Cllr Munday thought that as this idea had originated from the Royal British Legion and more consideration should be given.

### **63. UNOFFICIAL SIGNS AROUND STANWICK**

It was noted that 'out of date' signs on lamp columns etc. made the village look untidy. The options available to the council were considered. It was proposed and

## **RESOLVED**

The Council should use the notice board, website and face book to request that groups responsible for signs and posters ensure that they removed promptly once the event has passed.

### **64. ALLOTMENTS**

#### **a. Arrangements for the Grand Opening**

The arrangements for the event for 27<sup>th</sup> August were noted. The Allotments Society have suggested holding a BBQ.

#### **b. Request to extend the water infrastructure into the community garden and plots 17, 18 & 19**

A letter from the treasurer of the Allotments and Community Gardens was received. It was agreed that further information was required before a decision can be made.

In addition the possibility of installing water troughs was received. The Clerk advised that when the allotments were designed, the option for water troughs had been discarded as water troughs have inherent issues such as Legionnaires disease (from standing water), potential for a watering can previously used for insecticide/pesticide being tipped in, drowning hazard for children etc. It was proposed and

## **RESOLVED**

That the Council will not agree to the installation of water troughs.

#### **c. Community Garden Committee as a working party of the Council**

It was proposed and

## **RESOLVED**

The status of the community garden committee as a working party of the council.

**d. Problems with the taps**

It was proposed and

**RESOLVED**

That a contractor be instructed to inspect and effect necessary changes to the taps to ensure they operate as required.

**65. COMMUNITY SAFETY ISSUES**

**a. Current issues**

The Council was advised on current issues.

**66. GROUNDS MAINTENANCE ISSUES**

**a. Minutes of the Consortium meeting held 08/06/16**

The Minutes were noted.

**b. Grass cutting issues**

It was noted that there had been problems with keeping the verges etc. under control in the early part of the season due to weather conditions. This has largely been resolved.

**c. Ongoing maintenance for the planters on Spencer Parade**

It was proposed and

**RESOLVED**

The Clerk may maintain the planters, purchasing plants as required without prior consultation with the Council for later reimbursement.

**d. Area at the entrance to Wetenhall Road**

It was noted that the shrubs at the junction of Raunds Road and Wetenhall Road, lining the brick structure, are not part of the grounds maintenance schedule and had become overgrown.

It was proposed and

**RESOLVED**

That Mr Mission be instructed to cut back the area.

**e. Email from a resident of Wetenhall Road.**

A resident of Wetenhall Road had contacted the Parish Council regarding trees on the public open space that border their property. It was proposed and

**RESOLVED**

That councillors will inspect the trees in question during the walkabout in August and that the resident should be advised accordingly.



**f. New location for green bench removed from the play area at the rec**

It was agreed that green metal bench removed from the play area as part of the installation of the new play equipment, should be placed in the diagonally opposite corner next to the bowls club fence. It was proposed and

**RESOLVED**

That Mr Mission should be instructed to do this work

**67. LIST OF CORRESPONDENCE**

The list that forms Appendix C was received.

**68. NEXT SCHEDULED MEETING & FUTURE AGENDA ITEMS**

The next scheduled meeting will be on 15<sup>th</sup> September 2016. No future agenda items were suggested.

Meeting closed 9.24 pm

**Chairman**

*Power of General Competence adopted 19<sup>th</sup> November 2015*

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

<b>Cheque no</b>	<b>Detail</b>	<b>Amount</b>
000526	Zurich Municipal – new play equipment on risk	£343.93

## Schedule of payments presented for payment at the meeting

<b>Cheque no</b>	<b>Detail</b>	<b>Amount</b>
000527	Stanwick Village Hall Trust – Room hire	£54.00
000528	Office Depot (UK) Ltd - Stationary	£39.22
000529	Northants CALC (training JLH)	£34.00
000530	Oxfordshire Playing Fields Assn – training JLH	£40.00
000531	Poppy Appeal – Battle of Somme Wreath	£40.00
000532	Mr Mission – various works	£980.00
000533	J Hodgson – hard drive, banners, cost of calls	£109.83
000534	East Northamptonshire Council - GM May 16	£1585.73
000535	East Northamptonshire Council GM June 16	£2165.39
000536	East Northamptonshire Council Cleansing services June 16	£16.01

The above payments were approved \_\_\_\_\_ Chairman  
21st July 2016

## For information (Financial Regulation 6.5 &amp; 6.6)

<b>Date</b>		<b>Detail</b>	<b>Amount</b>
09.07.16	STD	NCC Pensions	£546.07
12.07.16	DDM	Public Works Loan Board – twice yearly loan payment	£2398.06
12.07.16	DDM	E-on	£9.48
15.07.16	DDM	Anglian Water	£5.00

## Receipts:

<b>Date</b>	<b>Detail</b>	<b>Amount</b>
20.06.16	A Abbots & Son	£435.00
21.06.16	East Northamptonshire Council - grant	£37500.00
22.06.16	HMRC – VAT refund	£973.38
29.06.16	M Coles - exclusive right of burial	£200.00
29.07.16	Blenkharn Monumental Mason	£70.00
05.07.16	Co-operative funeral services	£490.00
19.07.16	Stanwick Bowls Club – annual rent	£40.00
19.07.16	HMRC VAT refund	£10088.96

### Inspection of memorials in St Laurence church yard

11<sup>th</sup> June 2016

Manual and visual inspection undertaken (hand wobble test)

Damp weather conditions.

Present: A Michel, N Peck, S Kitchener, G Roberts, S Glanville-Hughes, J Hodgson,

**Bugby** – large headstone at the front of the church

Headstone appears loose in the ground.

**Risk:** low – the fixing method of this style of headstone makes them difficult to pull over.

**Action:** monitor

**Christopher & Mary Clark d 1869** – near Bugby

**Risk:** low – the fixing method of this style of headstone makes them difficult to pull over.

**Action:** monitor

Three headstone to the rear of the church by the footpath have been laid down as part of the inspection as they were not fixed at all and a High Risk due to their size and location.

These headstones should not be made upright unless they are securely fixed by a professional mason.

Nearby headstone for Sarah Bates should be laid down but this was not achievable during the inspection if the wording is to remain uppermost (not faced down)

#### Other points to note:

1. There are a number of self-set elders and sycamore trees that should be removed before they become established as they could threaten the integrity of the church wall and graves.
2. Vandalism to a headstone and arson attempt at the Wellingtonia tree.
3. A query should be raised to determine whether the wildlife area to left of the church door and under the lime trees on Church Street should be remain.

Report emailed to Rev Bell 13<sup>th</sup> June 2016

## **Inspection of memorials in Stanwick Cemetery**

11<sup>th</sup> June 2016

Manual and visual inspection undertaken (hand wobble test)

Damp weather conditions.

Present: A Michel, N Peck, S Kitchener, G Roberts, S Glanville-Hughes, J Hodgson

No headstones were identified requiring attention.

Headstone remains loose:

### **570 Kluczynski**

Headstone separating on base. Attempted to contact the family following May 2012 inspection but no rectification has taken place.

**Risk:** Low – grave not tended

### Other issues identified:

1. A number of apparently self set ash trees on gravels of varying heights and development.
2. The black bench requires cleaning up and possibly painting
3. Caution notice for the Frank Partrick headstone needs replacing
4. Sections of path edging require re-setting
5. Large fallen branch requires removing.

Reports and Correspondence Received

1. Email: NERC training opportunity (circulated to Councillors)
2. Email: NCC consultation - Superfast Northamptonshire - State Aid (circulated to councillors)
3. Email: Letter from MoD re Armed Forces Day (circulated to councillors)
4. Email: NCC Minerals and Waste Consultation Notification (circulated to councillors)
5. Email: ENC newsletter (circulated to councillors)
6. Email: invitation to flood resilience strategy training in London
7. Email: invitation to Open Space Soc AGM in London
8. Email: 'Managing the Risk and Impact of Regional Flooding', an interactive strategy forum taking place 8th June in Central Manchester. Invitation
9. Email: Stanwick Allotment Society newsletter
10. Email: Details of 'Bike Safe' from Kierwsp
11. Email: NCLAC eUpdate May-June 2016 (circulated to councillors)
12. Email: Stanwick Allotment Soc newsletter issue 2 (circulated to councillors)
13. Email: details for Locality Convention in York
14. Open Space summer 2016 magazine with invitation to the AGM
15. Email: NCC Northamptonshire Local Flood Risk Management Strategy Update Consultation (circulated to councillors)
16. Email: Open Space Ezine (circulated to councillors)
17. Email: June news from my County Council (circulated to councillors)
18. Email: NNJCS Inspectors report (circulated to councillor)
19. Email: Northamptonshire Emergency Response Team bulletin (circulated to councillors)
20. Email: Superfast Northamptonshire newsletter (18) (circulated to councillors)
21. Email: Locality – funding stream for community led housing schemes
22. Email: VIN – funding streams for specific projects
23. Email: details of ENC residents survey (circulated to councillors)
24. Email: ENC agenda and papers for meeting 18<sup>th</sup> July 16
25. Email: Details of the Pathfinder II project (flood resilience) (circulated to councillors)
26. Email: NCC Highways summer newsletter (circulated to councillors)
27. Email: Notification of adoption of the Joint Core Strategy (circulated for councillors)
28. Emails: NCC consultations: Hate Reductions Strategy (circulated to councillors)