

MINUTES OF STANWICK PARISH COUNCIL HELD ON

Date: 18th May 2017

Venue: Committee Room, Village Hall, Stanwick

Time: 7.15 p.m.

Present: Councillors:-
D Munday
S Glanville-Hughes
S Kitchener
M Partrick
N Peck
G Roberts

Prior to the start of the meeting, there was an informal meeting with the two prospective candidates for the casual vacancy.

The meeting was opened by Cllr Munday.

17-1 ELECTION OF THE CHAIRMAN

After proposal and voting, it was

RESOLVED

That Councillor Peck be elected as Parish Council Chairman for 2017-18

Councillor Peck signed the declaration of office and took over the chairmanship of the meeting.

17-2 VICE CHAIRMAN

After proposal and voting, it was

RESOLVED

That Councillor Roberts be elected as Parish Council Vice Chairman for 2017-18

17-3 APOLOGIES FOR ABSENCE

None.

17-4 DECLARATION OF INTEREST

Cllr Glanville Hughes declared a DPI in item 17-22 by virtue of her employment. Cllr Munday declared a DPI will dispensation for item 17-25.

17-5 APPROVAL OF MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 6th April 2017 be approved as a correct record and signed by the Chairman.

17-6 ARRANGEMENTS FOR THE DELEGATION OF POWERS TO THE CLERK

The Council reviewed arrangements and were satisfied.

17-7 APPOINTMENT OF COMMITTEES

It was proposed and

RESOLVED

That it is not appropriate to establish any committees

17-8 STANDING ORDERS AND FINANCIAL REGULATIONS

It was noted that it was likely that NALC would issue new model Standing Orders later in the year. It was proposed and

RESOLVED

That the Standing Orders and Financial Regulations be re-adopted without amendment.

17-9 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

17-10 REVIEW OF INVENTORY OF LAND AND ASSETS

It was noted that the Asset Register had been recently circulated to all councillors and was found to be satisfactory, subject to a note being placed that the 'old' laptop should not be connected to the internet as it is 'Windows XP.'

17-11 INSURANCE COVER

It was proposed and

RESOLVED

That insurance cover should be continued with Zurich plc, with cover being extended to the new outdoor fitness equipment on an all risks basis and the office equipment level of cover increased to reflect recent acquisitions. The cheque for the premium may be drawn outside of the meeting.

17-12 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.

17-13 BANKING ARRANGEMENTS

It was noted that Further to Minute 205 (March 2017) Cllr Roberts is now a signatory on the bank accounts.

17-14 REVIEW OF THE COUNCIL'S COMPLAINT PROCEDURE

The current policy was found to be satisfactory.

17-15 TO REVIEW FREEDOM OF INFORMATION POLICY & THE DATA PROTECTION POLICY

The current policies were found to be satisfactory.

17-16 POLICY FOR THE PRESS/MEDIA & SOCIAL MEDIA POLICY

The current media policy was found to be satisfactory. It was noted that the Clerk had provided a draft of a Social Media Policy to all councillors. It was proposed and

RESOLVED

That the Social media Policy be adopted with immediate effect. That the policy should be reviewed in light of any future guidance received from the Monitoring Officer.

17-17 CALENDAR OF MEETINGS FOR 2017-2018

It was proposed and

RESOLVED

That the calendar of meetings that forms Appendix A be approved

17-18 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.

17-19 PUBLIC SPEAKING TIME

A resident from Collingham Close outlined her complaint about the newly erected sign (Minute 228, April 2017) and requested that it be removed.

East Northamptonshire Council Councillor Howell gave a report on recent activities at East Northamptonshire Council.

County Councillor Hughes thanked Stanwick residents for their support in the County Council elections earlier this month. He has since also been elected chairman of Northamptonshire County Council.

17-20 CO-OPTION TO FILL THE CASUAL VACANCY

After consideration of the representations made by the two candidates, there was a vote by secret ballot. Based on the results of that ballot it was proposed and

RESOLVED

That Mr Trevor Chinery be co-opted to the Parish Council.

17-21 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.

The precept payment representing half of the precept has been received from East Northamptonshire Council

ii. Report in relation to VAT

The claim of £688.16 has been received for March 2017.

iii. Report in relation to PAYE

Nothing to report.

iv. Grants received or given

None.

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. It was agreed to invite the volunteer inspectors to a future meeting.

b. Schedule of payments

It was proposed and

RESOLVED

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

c. Annual Accounts 2016-2017

It was proposed and

RESOLVED

That the Income and Expenditure, Balance Sheet and Supporting Statement for 2016-17 that are shown in Appendix C to this Minute be approved and adopted.

d. Annual Return for 2016-17

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 2016/17 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. Grant application by the Community Garden Group

It was proposed and

RESOLVED

That a grant of £100.00 be made in accordance with their grant application towards the development of the sensory garden. The cheque may be drawn at the end of the meeting.

17-22 PLANNING MATTERS

a. Planning consultations

17/00738/FUL Replacement of a single storey conservatory to the rear of the property at 7 Needham Road

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 proposals as the footprint of the conservatory appears to match the existing.

17/00693/FUL Demolition of existing storage structure & erection of a single storey bin store & storage area. New covered pergola & landscaped seating area including pizza oven at Duke of Wellington

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 proposals.

17/00964/FUL Conversion of garage to wet room, remove garage door, install window with brick surround, tile floor and walls, install shower, disabled toilet and basin at 16 Courtman Road

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 this application.

b. Planning decisions made by East Northamptonshire Council

Consent granted:

| | |
|--------------|---|
| 17/00337/FUL | Construction of a small, single storey building that demonstrates a variety of traditional building techniques and materials and when completed to be used as educational showcase for demonstrating historic building methods Stanwick Lakes |
|--------------|---|

c. Site submissions (for housing development) received at East Northamptonshire Council

It was noted that under the Local Plan part 2 processes there had been a 'call for sites' and a number of sites around Stanwick had been nominated for development.

17-23 NEIGHBOURHOOD PLAN

It was proposed and

RESOLVED

The Referendum Version of the Stanwick Neighbourhood Development Plan and the Stanwick Neighbourhood Plan Changes Report be approved and adopted and submitted to East Northamptonshire Council in readiness for the Referendum.

17-24 PUBLICITY PROGRAMME FOR THE REFERENDUM

It was noted that East Northamptonshire Council would arrange for publicity and receive a small grant from central government to cover the costs.

It was agreed that the Parish Council should undertake additional local publicity through social media, posters and leaflets. The leaflets will be distributed using volunteers to ensure they are delivered in a timely manner. The content of the leaflets will be agreed outside of the meeting.

17-25 CEMETERY

a. Guidance on inspections and safety issues

It was noted that the Clerk had provided a report and reports from external bodies on the topic of memorial safety. It was agreed that Council policies should be reviewed in light of the guidance and the annual visual inspection be delayed.

b. Backing up of cemetery records

It was noted that the cemetery records were primarily contained in three registers that date from the establishment of the cemetery. It was suggested that the scanning the registers to an OCR file may be appropriate method of backing up as it would allow for additional entries to be made to the scanned version of the records.

c. Cemetery extension

After consideration of the suggested project plan for extending the cemetery, it was proposed and

RESOLVED

That the Clerk should contact the adjacent land owner to determine whether he would be prepared to sell land to the council.

17-26 COMMUNITY SAFETY

a. Current issues

None.

b. Fly tipping

Following a report of fly-tipping on the county verge on Raunds Road, the clerk provide a briefing report on the recourses available to the Parish Council. It was proposed and

RESOLVED

That a letter be sent to all residents on Raunds Road asking them to report fly-tipping to East Northamptonshire Council

c. Stanwick Lakes overflow parking (9th April)

It was noted that on the first hot weekend of the year, the visitors to Stanwick Lakes who had not been able to use the official car parks had left vehicles in the village. It was proposed and

RESOLVED

That a meeting be arranged at the village hall, to which stakeholders, including Rockingham Forest Trust management and Inspector Lyons be invited, to discuss the problem.

d. Police leaflet scheme against illegal parking

Details of a scheme successfully used in Oundle and being used in Raunds was discussed. It was proposed and

RESOLVED

That subject to the design of the leaflet being agreed outside of the meeting, the Parish Council would adopt the scheme.

e. To receive a letter from Insp Lyons re local policing

A letter from Insp Lyons regarding the changes to rural policing in our area was circulated to all councillors.

17-27 GROUNDS MAINTENANCE

a. Dog bin adjacent to Parish Fields

Further to Minute 227 (April 17) it was noted that East Northamptonshire Council would not install a dog waste bin as requested. It was agreed that the Parish Council would not fund the provision of a new bin at this time.

b. Trees on Dolben Avenue

A suggestion was received to lift the trees on to give a 2m clearance. As the trees are the responsibility of Northamptonshire County Council it was agreed that the Parish Council would not undertake the work.

17-28 Allotments & Community Garden

a. Letting status & rents

It was noted that all rents had been received and that there is one vacant plot.

b. Minutes of the Allotment Society & Community Garden

The Minutes were noted.

c. Allotment inspection dates for 2017

Thursday 8th June at 19.00 & Saturday 14th October at 10.00 weather permitting.

17-29 COUNCIL APP

It was proposed and

RESOLVED

That leaflets at a cost of £42.00 should be commissioned.

17-30 NCC CONSULTATION ON THE RIGHTS OF WAY NETWORK

Following the distribution of the latest version of the Definitive Map, it was proposed and

RESOLVED

That NCC be advised that UE22 is not used as it is underwater and PH16 is severed by the A45 without a safe crossing point. All other Rights of Way are well used.

17-31 BOUNDARY WALL OF ST LAURENCE

The church warden has advised that the report from the quin-tenniel inspection of St Laurence Church said that a structural engineer should inspect the boundary wall. A copy of the relevant section of the report is to be requested for the Parish Council to consider.

17-32 OUTSTANDING HIGHWAY MATTERS

Further to Minute 226 (April 2017) it was noted that the invoice for painting the railings had been received. The new yellow lines should be completed over the summer. It was proposed and

RESOLVED

The Parish Council would pay the cost of new village signs on Chelveston Road at a cost of £1171.53 net subject to the wording being approved outside of the meeting.

The Parish Council does not like the Northamptonshire County Council refurbishment proposals for the directional signs and will look for an alternative.

17-33 NENESCAPE FUNDING BID

It was noted that the Clerk had sent a letter of support to Nenescape to assist with their funding bid.

17-34 LIST OF CORRESPONDENCE

The list that forms Appendix D was received.

17-35 NEXT SCHEDULED MEETING

The next scheduled meeting will be on 20th July 2017. The new sign at Mallows Grange was identified for a future agenda.

Meeting closed at 9.31 p.m.

Chairman

Appendix A

Calendar of meetings 2017/18

| | |
|---------------------------------|--------------------------------|
| 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 |
| 18 th January 2018 | Council Meeting |
| 15 th March 2018 | Council meeting |
| 19 th April 2018 | Annual Parish Meeting/showcase |
| 17 th May 2018 | Council Meeting |
| 19 th July 2018 | Council Meeting |
| 20 th September 2018 | Council Meeting |
| 15 th November 2018 | Council Meeting |

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 |
|------------------|--|---------------|
| 000625 | Cancer Research UK – donation (Cllr Michel) | £100.00 |
| | | |

Schedule of payments presented for payment at the meeting

| Cheque no | Detail | Amount |
|------------------|--|---------------|
| 000626 | A & R Print Solutions - newsletter | £115.00 |
| 000627 | HAGS SMP – spare parts | £25.08 |
| 000628 | Stanwick Village Hall Trust - room hire | £76.50 |
| 000629 | Northamptonshire County Council - railings refurbishment | £1068.000 |
| 000630 | Northants CALC – Annual subs | £848.79 |
| 000631 | Rutland Masonry – church wall repairs | £1100.00 |
| 000632 | J & S Pendred – sign for Mallows Grange | £216.00 |
| 000633 | Mr Mission – grass cutting, weed spraying, bus shelter | £390.00 |
| 000634 | Cash – for petty cash | £70.00 |
| 000635 | J Hodgson - expenses | £32.50 |
| | | |

The above payments were approved _____ Chairman
18th May 2017

For information (Financial Regulation 6.5 & 6.6)

| Date | | Detail | Amount |
|-------------|-----|---|---------------|
| 09.04.17 | STD | NCC Pensions | £443.96 |
| 11.04.17 | DDM | E-on | £11.35 |
| 11.04.17 | DDM | Anglian Water – cemetery water rates | £5.00 |
| 28.04.17 | DDM | BT Business | £54.56 |
| 01.05.17 | STD | Stanwick Village Hall Trust - office rent | £200.00 |
| 09.05.17 | STD | NCC pensions | £467.38 |
| 11.05.17 | DDM | E-on | £12.01 |
| 11.05.17 | DDM | Anglian Water – cemetery water rates | £5.00 |
| | | | |

Receipts:

| Date | Detail | Amount |
|-------------|-------------------|---------------|
| 08.05.17 | HMRC – VAT refund | 966.18 |
| 10.05.17 | GD & J Wise | 400.00 |
| 10.05.17 | DC Spreckley | 80.00 |
| | | |

Stanwick Parish Council

Income and Expenditure for the year ended 31 March 2017

| 2015/16 | Income | 2016/17 |
|-----------|---|-----------|
| £ | | £ |
| 59358.00 | Precept | 59358.00 |
| 405.38 | Agency Services | 405.38 |
| 3137.50 | Cemetery Fees | 3625.00 |
| 40.00 | Bowls Club | 40.00 |
| 120.00 | Stanwick Rovers | 120.00 |
| 1.00 | Misc | 18.20 |
| 875.00 | Allotment fees | 667.25 |
| 38.35 | Interest | 26.19 |
| 0.00 | Grants | 47500.00 |
| 48205.00 | | 51996.64 |
| | Total other receipts | |
| 112180.23 | Total Income | 111760.02 |
| | Expenditure | |
| £ | | £ |
| 23000.50 | Staff costs | 26010.64 |
| 4844.33 | Loan payments | 4780.05 |
| 3116.54 | General Admin | 5831.77 |
| 540.57 | Insurance | 904.36 |
| 40.00 | Section 137 | 0.00 |
| 24186.98 | Grounds maintenance | 21532.62 |
| 1984.00 | Repairs & Renewals | 1673.45 |
| 7322.90 | Misc | 4155.44 |
| 1064.54 | Parish fields | 4018.88 |
| 1828.50 | Neighbourhood/Parish Plan | 327.40 |
| 48478.29 | Big Lottery/Projects | 50000.00 |
| | Total other payments | 88443.92 |
| 116407.15 | Total Expenditure | 119234.61 |
| -4226.92 | Surplus/(deficit) | -7474.59 |
| 116009.21 | Retained surplus brought forward | 111782.29 |
| 111782.29 | Retained surplus carried forward | 104307.70 |

Stanwick Parish Council

Balance Sheet as at 31st March 2017

| 2015-16 | | 2016-17 |
|-----------------|----------------------------|-----------------|
| £ | Current assets | £ |
| 1291.68 | Debtors | 973.09 |
| 0.00 | Payments in advance | 0.00 |
| 111456.09 | Cash & Bank | 104273.57 |
| <hr/> 112747.77 | Total assets | <hr/> 105246.66 |
| £ | Current Liabilities | |
| 425.48 | Creditors | 443.96 |
| 540.00 | Receipts in advance | 495.00 |
| <hr/> 965.48 | Total Liabilities | <hr/> 938.96 |
| 111782.29 | Net Assets | 104307.70 |
| | Represented by | |
| 111782.29 | Retained surplus | 104307.70 |

The above statement represents fairly the financial position of the authority as at 31st March 2017 and reflects its income and expenditure during the year.

Stanwick Parish Council

Supporting Statement for accounts for the year 2016/17

Assets

Movements in the year:

During the year, 3 pieces of play equipment were disposed of (asset value of £3.00) and ten tables were donated to the village hall committee and removed from the asset register (asset value (£934.00))

At 31st March 2017 the following assets were held:

Land

| | |
|------------------------------|----------|
| Cemetery | 1.00 |
| Recreation Ground | 1.00 |
| Amenity Area, Spencer Parade | 2.00 |
| Mallows Grange | 10000.00 |
| Parish Fields | 75000.00 |

Street furniture

| | |
|--|---------|
| 10 Seats | 325.00 |
| 4 Bus shelters | 1264.00 |
| 6 Litter bins | 6.00 |
| 3 Dog waste receptacles | 3.00 |
| 2 Welcome to Stanwick signs | 1480.00 |
| Village Sign (Spencer Parade) | 1.00 |
| Jubilee Map (Spencer Parade) | 999.00 |
| Speed Indication Device (mobile) | 3035.00 |
| Planters x 4 (Spencer Parade) | 1490.40 |
| Outdoor notice board (on village hall) | 955.00 |
| Street lamps x 5 | 5.00 |

| | |
|-----------------------|--------|
| Cemetery Notice Board | 601.00 |
|-----------------------|--------|

Recreation Ground

| | |
|---|----------|
| Play equipment at the recreation ground | 50000.00 |
| NeXus play equipment | 9950.00 |
| 4 Football floodlight stanchions | 4023.00 |

Office

| | |
|------------------------------|---------|
| Chairman's Chain of Office | 1185.00 |
| Furniture and fittings | 1036.37 |
| Computer hardware & software | 1203.45 |
| PA System | 143.83 |
| Projector & screen | 620.83 |
| Display boards x 10 | 857.60 |

Community Garden

| | |
|-------------------|---------|
| Poly tunnel | 946.67 |
| Notice boards | 2258.00 |
| Rotovator | 540.00 |
| Tools | 1706.00 |
| Storage container | 1795.00 |
| Seating | 1303.00 |

171552.15

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) | £65981.25 |
| Public Works Loan Board (Recreation Ground) | £3309.42 |

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 5th 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 £973.09 were outstanding and due to the council. The age of these debts were

| | No. | Value |
|----------------------------|-----|---------|
| Less than three months old | 1 | £973.09 |

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 2017:

| | |
|--------------------|------------------|
| Traffic calming | 2765.00 |
| Railings | 422.00 |
| Cemetery fund | 40208.00 |
| Playground fund | 4591.00 |
| Neighbourhood Plan | 3547.31 |
| Election Fund | 2392.98 |
| Parish Fields | 5025.96 |
| Church wall fund | 1500.00 |
| General Reserve | 16128.61 |
| | <u>£76579.57</u> |

Tenancies

The Council does not hold a tenancy on any property.

The Council issued tenancies on 26 allotments in 2015. As at 31st March 2017, 25 allotments were let.

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.

A user agreement between the Parish Council and the Community Garden Group was entered into in April 2016 for ten years. A commuted sum for the rent was paid in April 2016.

S.137 Payments

None.

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 7th December 2016.

Advertising and Publicity

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

| | <i>£</i> |
|--|---------------|
| Delivery costs of Council Annual Newsletters | 80.00 |
| Printing of Newsletters | <u>240.85</u> |
| <i>Total</i> | £320.85 |

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: March's news from my county council (circulated to councillors)
2. Email: My Community Fortnightly Digest
3. Email: NCC consultation re road works around Northampton
4. Email: NCC details of library online use survey
5. Email: My Community Fortnightly Digest
6. Email: NCALC eUpdate March/April 17 (circulated to councillors)
7. Email: NCC consultation re Sensory impairment service review
8. Email: My Community Fortnightly Digest
9. Email: Police reporting contacts list (circulated to councillors)
10. Email: Trading Standards newsletter
11. Email: details of ACRE course re heritage & Neighbourhood Plans
12. Email: details of an allotment project at Sheffield University
13. Email: HMRC e-bulletin
14. Email: details of CPRE event 27/04/17 (circulated to councillors)
15. Email: My Community Fortnightly Digest
16. Email: ENC Annual Meeting papers
17. Email: Assistive Technology on Northamptonshire
18. Email: My Community Fortnightly Digest
19. Email: First for Wellbeing newsletter (circulated to councillors)
20. Email: notification of the newly elected mayor of Thrapston TC
21. Email: notification of the newly elected mayor of Higham Ferrers TC
22. Email: notification of the newly elected mayor of Raunds TC
23. Email: notification of the newly elected mayor of Rushden TC
24. Email: May's news from my county council (circulated to councillors)