

# MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

**Date:** 20<sup>th</sup> September 2018  
**Venue:** Committee Room, Village Hall, Stanwick  
**Time:** 7.15 p.m.  
**Present:** Councillors:-  
N Peck (in the chair)  
S Kitchener  
D Munday  
M Partrick  
J Paterson

## **18.93 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Chinery, Councillor Glanville-Hughes and NCC Councillor Hughes. It was proposed and

### **RESOLVED**

That Councillors Glanville-Hughes and Chinery reasons for absence be approved.

## **18.94 APPROVAL OF MINUTES**

It was proposed and

### **RESOLVED**

That the Minutes of the Council Meeting held 16<sup>th</sup> August 2018 be approved as a correct record and signed by the Chairman

## **18.95 DECLARATION OF INTEREST**

Declarations of an 'other' interest were received from Cllr Partrick (item 18.118) and Cllr Kitchener (item 18.101 l). Declarations of Pecuniary Interest were received from Cllr Munday (item 18.101 and 18.111) and Cllr Paterson (item 18.97, 18.101 e and 18.107)

## **18.96 PUBLIC SPEAKING TIME**

The Chairman read an email from a resident regarding graffiti in the parish. It was noted that four attempts had been made to remove the graffiti from the bus shelter next to Cumberland Avenue with four different products and had been unsuccessful as the aerosol has permeated into the Perspex.

### **18.97 HEADS OF AGREEMENT BETWEEN THE COUNCIL & THE ALLOTMENT SOCIETY**

Cllr Paterson took no part in this item.

Further to Minute 18.38 (June 2018) the Heads of Agreement document that forms Appendix A was considered by the Council. The Chairman of the Allotment Society spoke in favour of the agreement as a platform to formalise the working relationship between the Council and the Society. A concern was expressed about the possibility of the Society's operating costs being incorporated in the allotment rent. It was proposed and

#### **RESOLVED**

That the Heads of Agreement be circulated to all tenants for comment prior to the Council making a formal decision on whether to accept the Agreement.

### **18.98 WORKS TO TREES ON MANNINGHAM ROAD**

It was noted that the Council had received a written request from nine residents asking for works to be undertaken on the trees in the shrub belt in the public open space on Manningham Road, adjacent to Courtman Road. A spokesperson from Courtman Road explained the situation and ENC Councillor Howell provided further information.

Councillors were concerned that there would be a repetition of the events in 2015 when agreed works were halted by residents. (Minutes 26, 50 f and 91 c in 2015 refer).

It was proposed and

#### **RESOLVED**

That the Council accepts that the work specified needed to be completed however as this is an unexpected cost the Council will have to consider whether to meet the cost from Reserves or precept for the cost and undertake the work in the next financial year.

### **18.99 REPORT FROM COUNTY COUNCILLOR HUGHES**

A written report had been circulated to councillors.

### **18.100 REPORT FROM DISTRICT COUNCILLOR HOWELL**

A written report had been circulated to councillors. Cllr Howell also spoke about the work of the transformation committee at East Northamptonshire Council as part of the transfer to unitary council arrangements.

### **18.101 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 payment to Wave for water supply at the cemetery will be increasing to £5.00 per month from 17<sup>th</sup> September 2018.

The Parish Council Financial Regulations require the Council to review its direct debit and standing order mandates on an annual basis.

Payments are made by direct debit to Wave (water supply at the cemetery) (monthly), E-on for the street lighting, BT Business (monthly) and the Public Works Loan Board (twice a year), the Information Commissioners Office (annually) for data protection registration

Payments are made by BACS to the Local Government Pension Scheme, Stanwick Village Trust (office hire) and the Clerk (salary).

It was proposed and

## **RESOLVED**

That the Council is satisfied that these arrangements should continue

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

The claims for July and August have been submitted. It appears that HMRC have stopped issuing remittance notices.

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

The second quarter's payment of tax and national insurance has been prepared for payment.

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

The sum of £135.00 has been received from East Northamptonshire Council's councillor empowerment fund, but may need to be returned following agenda item 18.104.

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

None

### **vi. Incident and accident reports on council owned land**

Vandalism to the grey gate at the children play area at the recreation ground was reported to the police. The crime reference number is 18000347374. Reported 23/07/18.

There was a telephone report of a child being injured by the yellow access gate to the play area at the recreation ground. An accident report has been created (28/08/18). The gate was immediately take out of use and reported to Greyhound Leisure for repair.

### **vii. Reports from volunteer inspectors**

None.

**b. Report from the Internal Control Councillor**

Cllr Kitchener confirmed the internal control check for August had been completed.

**c. Schedule of payments**

It was proposed and

**RESOLVED**

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

**d. Rent level for Stanwick Rovers Football Club**

It was proposed and

**RESOLVED**

That the rent for the year commencing 1<sup>st</sup> April 2019 should remain at £125.00.

It was noted that the Club was responsible for a number of remedial works at the recreation ground that had been outstanding for a considerable period of time. It was proposed and

**RESOLVED**

That a letter should be sent to the Club requesting completion of these works and failure to do so could result in the Council undertaking the works and invoicing the club for the costs.

**e. Allotment fees for the year commencing 1<sup>st</sup> April 2020**

Cllr Paterson took no part in this item.

It was noted that a detailed financial report had been issued as part of the agenda papers and that it identified that the allotment site was not cost neutral to the Council. The biggest single cost is the grass cutting costs. It was proposed and

**RESOLVED**

That the cost information be provided to the Allotment Society with an invitation to make suggestions on how costs could be reduced and thereby minimising the need to rent increases.

The Council further consider the level of rent for the year commencing 1<sup>st</sup> April 2020 at a future meeting.

**f. Cemetery fee schedule the year commencing 1<sup>st</sup> April 2019**

It was noted that a detailed financial report had been issued as part of the agenda papers. It was proposed and

**RESOLVED**

That the cemetery fee schedule remain unchanged for the year commencing 1<sup>st</sup> April 2019.

**g. Pre-budget report and to consider the content**

It was noted that a detailed financial report had been issued as part of the agenda papers assessing the potential impact of the financial crisis at Northamptonshire County Council and the new unitary authority. It was noted that the ‘statutory minimum’ operating basis is likely to be continued beyond the establishment of the new unitary authority.

**h. Projects/expenditure for inclusion in the Budget for 2019/2020**

Councillors were invited to suggest projects for inclusion in the 2019-20 budget. It was noted that in light of the situation discussed under 18.101 g above it is probable that the Parish Council grounds maintenance costs would increase. It was noted that the Council has a reactive as opposed to proactive approach to asset maintenance. It was agreed that councillors should receive the budgetary paperwork in October to allow plenty of time for consideration.

**i. Walkabout 2 report**

The report that forms Appendix C was received and noted. It was proposed and

**RESOLVED**

That the quote from Mr Mission for remedial work to the path edging and to remove the self-set ash trees at the cemetery (£180.00) be accepted.

That a budget of £500.00 be set for works at the cemetery flower beds

That arrangements be made to treat and paint the bollards at front of the lych gate.

That the quote from N Brailsford for works to the path at the Triangle (£340.00) be accepted.

That a budget of £500.00 be set for materials to re-create the flower beds at the triangle.

**j. Walkabout 3 report**

The report that forms appendix D was received and noted. It was proposed and

**RESOLVED**

That Mr Mission be instructed to the area behind Wetenhall Road/Manningham Road be cut back as in previous years, cut back the shrubs at the entrance to Wetenhall Road (Raunds Road junction) and replace the rotten wood at the kissing gate on Parish Fields.

**k. War memorial cleaning**

Further to Minute 18.87 It was noted that quotes had been requested from four companies and that two had been received. The need to clean the war memorial was discussed and it proposed and

**RESOLVED**

That the war memorial should look as good as possible for Armistice Day and that subject to the approval of the methodology by the ENC conservation officer, the quote from Independent Memorial Inspections be accepted at £1750.00.

**l. Installation of a display screen in the committee room of the village hall**

Cllr Kitchener took no part in this item. It was proposed and

**RESOLVED**

That a contribution of £50.00 would be made as the Parish Council would benefit from the presence of the screen.

**m. Independent Play Area Inspection Report**

It was noted that the report from The Play Inspection Company had been circulated to all councillors prior to the meeting. All of the works identified were of low risk. It was proposed and

**RESOLVED**

That the works identified in the report be assigned either to Mr Mission and Greyhound Leisure Ltd, as appropriate, for completion.

**18.102 PLANNING MATTERS**

**a. Planning consultations**

None.

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

Consent granted:

18/01238/FUL	Single storey side extension at Stonehurst 31 Grange Road
18/01318/TPO	Remove lower limb of horse chestnut tree 1 Needham Road.
18/01354/FUL	Two storey and first floor side extension; and single storey rear extension at 14 Hill House Gardens

18/01324/FUL	Proposed replacement windows and doors including alterations to form bi-fold doors at 54 East Street
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### **18.103 MEETING/TRAINING REPORTS FROM COUNCILLORS**

Cllr Paterson reported that she had attended the Planning Nuts and Bolts course and that it had been very interesting.

Cllr Kitchener reported on the Headstone Inspection course that she had attended with the Clerk.

### **18.104 ARMISTICE DAY PLANNING MEETING**

The meeting notes and action points for the meeting held on 4<sup>th</sup> September were received. It was noted that if an accommodation could not be achieved regarding the acknowledgement for funding from East Northamptonshire Council, the funding would need to be returned to East Northamptonshire Council and the Council would have to cover extra costs.

### **18.105 COMMUNITY SAFETY ISSUES**

#### **a. Report from the Joint Acton Group**

The details of Operation Viper were noted.

#### **b. Current community safety issues**

None.

#### **c. Watercourse walk (19/09/18) and arrangements for the public meeting**

It was noted that as part of the Pathfinder II project (Minute 17.202 refers) a community walk of the watercourse had been arranged with the civil engineer as part of the report being prepared. The engineer was surprised at the attendance of 12 people.

A public meeting is being arranged for 1<sup>st</sup> November for the presentation of the report and so far 25 members of the public have expressed an interest in attending that meeting.

The Clerk reported that she would be working with members of STEP to determine the most effective way of using the £3000.00 grant for flood mitigation measures. The grant must be used in this financial year. She also advised that there should be an ongoing monitoring and reporting system for surface water flood mitigation infrastructure and this will have a small resource implication for the Council.

### **18.106 GROUNDS MAINTENANCE ISSUES**

#### **a. Minutes to Grounds Maintenance Consortium meeting (11/07/18)**

The Minutes were noted.

## **b. Trees on Wetenhall Road**

It was noted that a resident on Wetenhall Road had approached the Clerk regarding trees that were causing a nuisance. It was agreed that the Clerk should meet with a tree surgeon to discuss the issue.

## **18.107 ALLOTMENTS & COMMUNITY GARDENS**

### **a. Minutes of the Community Garden Meetings & the Allotment Society Meetings**

The Minutes were noted. It was also noted that the Community Garden's application to 'Awards For All' for the work discussed at the Council's June 2018 meeting had been successful.

### **b. Site visit & risk assessment report (03/09/18)**

The site visit and risk assessment report from the Clerk was received and noted. The action identified was agreed.

### **c. CCTV**

A report outlining the practical considerations for the installation was received. It was agreed to defer any further decisions until the quote from Bee Tee Alarms had been received.

## **18.108 THE CLERK'S DIARY**

19/07/18 Discussion with resident about the new library arrangements in Raunds and impact on users who do not live in Raunds (HW)

20/07/18 Discussion with school about message left on PC answerphone about a pupil.

20/07/18 Meeting with H Howell, S Kitchener, H Pearson at Mallows Grange re trees that back onto Courtman Road (2.30pm)

25/07/18 Meeting with PCSO re local issues

28/08/18 Site meeting with grounds maintenance supervisor re litter on paths around the shop etc. NB A more thorough cleanse around the area of the shop/village hall was requested.

31/08/18 Site meeting at the cemetery

Site meeting at Mallows Grange

14/09/18 Conference call with Highways England

## **18.109 LIST OF CORRESPONDENCE**

The list that forms Appendix E was received.

## **18.110 CLOSURE OF THE MEETING**

It was proposed and

### **RESOLVED**

That the meeting be closed to the public and press as the next item of business is of a confidential nature.

**18.111 REPORT FROM THE VALUATION OFFICE AGENCY**

Cllr Partrick took no part in this item.

Further to Minute 18.60 g the report was received and considered.

**18.112 CEMETERY EXTENSION**

Following the discussion under 18.111 it was proposed and

**RESOLVED**

That a letter be sent to the landowner based on the information provided.

**18.113 NEXT SCHEDULED MEETING**

The next meeting will be on 15<sup>th</sup> November 2018. Cllr Paterson gave her apologies for that meeting.

Meeting closed at 9.12 pm

**Chairman**

**Heads of Agreement between Stanwick Parish Council and Stanwick Allotment Society**

**Stanwick Allotment Society (the Society) will:**

- Collect local information and maintain lists e.g. antisocial behaviour/vandalism/rats for transmission to the Allotment Manager.
- Meet quarterly as a committee unless more frequent meetings are required.
- Encourage tenants to approach the Society about any general site issues for onward transmission to the Allotment Manager.
- Encourage tenants to contact the Society if the tenant has a problem with maintaining their plot although the tenant can contact the Allotment Manager direct if preferred.
- Notify the Council via the Allotment Manager if a plot is not being cultivated in accordance with the Rules.
- Report any general site problems to the Allotment Manager
- Representative/s to attend a Council meeting twice a year (or more frequently if required)
- Request that a topic is placed on a council agenda when a decision is required by the Council and attend that meeting to advocate for it such as amendment to the Rules or site improvements.
- Arrange a tenants meetings, social events etc
- Arrange surplus produce collection and donation schemes etc.

**Stanwick Allotment Society may:**

- Instigate small improvement projects and engage in fund raising to finance these projects

**Stanwick Parish Council (the Council) will:**

- Provide an Allotment Manager, namely the Parish Clerk.
- The Allotment Manager will provide the following information to the Society:
  - Whether there is a waiting list (when requested by the Society)
  - When a tenant has changed

- When a ‘notice to improve’ has been issued
- Invite a representative of the Society to the meeting where rent levels are discussed (although the Society will not be party to any vote)
- The Council agendas of May, July, September, November, January and March will include an Allotment and Community Garden item for consideration of current issues
- When appropriate, agenda items will be included on the agenda of meetings held at other times.
- The Parish Council will be a member of the National Allotment Society and will make enquiries with the National Society on behalf of the Stanwick Allotment Society if requested to do so or access information as requested.
- If the Council instigates a review of the Allotment Rules, the Council will notify the Society and provide the Society with an opportunity to comment.
- The Allotment Manager will be responsible for all site management not specified above.

### **Membership of the Stanwick Allotment Society**

- Every tenant will automatically be a member of the Stanwick Allotment Society.
- Membership fees will not be charged over and above the plot rent.

September 2018

## Appendix B

### *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>
	None	

#### Schedule of payments presented for payment at the meeting

<b>Cheque no</b>	<b>Detail</b>	<b>Amount</b>
000781	Greyhound Leisure Ltd – repair of play area gate	60.00
000782	East Northamptonshire Council grounds maintenance July 18	598.13
000783	Stanwick Village Hall Trust – Sept room hire	19.00
000784	East Northamptonshire Council – cleansing July 18	16.57
000785	HMRC – quarterly tax & NI	852.72
000786	The Play Inspection Co Ltd	78.00
000787	Cash – for petty cash	40.00
000789	J Paterson – travel to ‘Planning Nuts & Bolt’ course	16.65
000790	J Hodgson – Travel to ICCM course, website renewals	103.95

The above payments were approved \_\_\_\_\_ Chairman  
20th Sept 2018

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

<b>Date</b>		<b>Detail</b>	<b>Amount</b>
28.08.18	DDM	BT Business	51.47
01.09.18	STD	Stanwick Village Hall Trust	210.00
09.09.18	STD	Local Govt Pension Scheme	491.58
11.09.18	DDM	E-on	14.11
14.09.18	DDM	Wave (Anglian Water)	5.00

#### Receipts:

<b>Date</b>	<b>Detail</b>	<b>Amount</b>
21.08.18	Stanwick Race Group - photocopying	£2.50

**Councillor walkabout (2)**

**18<sup>th</sup> August 2018**

Present: S Glanville-Hughes, S Kitchener, J Paterson, J Hodgson

**Stanwick cemetery, Chelveston Road**

Arrange for grave to be topped up	
Sections of rope top edging that delineate the gravel paths need re-setting/replacing	
Flower beds in very poor condition due to the summer and rabbits <ul style="list-style-type: none"> <li>• Proposal – introduce flower carpet roses to all four beds and protect with chicken wire and canes until the stems become woody &amp; unattractive to rabbits</li> <li>• Small flower bed on the ‘patio’ should be included</li> </ul>	
Self-set ash trees should be removed	

Bollards on the verge are NCC property but NCC do not think the condition warrants work.

Council to decide whether to undertake the work.

**The Triangle** – junction of East Street/The Avenue/Chelveston Road

Existing slabs in poor condition <ul style="list-style-type: none"> <li>• Slabs to be lifted and rebidged</li> <li>• Broken slabs to be replaced</li> </ul> Quote to be obtained	
Flower beds in poor condition. Proposal: <ul style="list-style-type: none"> <li>• Recut flower beds so that they are the same shape and size</li> <li>• Install new shuttering</li> <li>• Introduce flower carpet roses</li> <li>• Introduce weed suppressant membrane and decorative shingle/gravel</li> </ul> If STEP does the work – donation to be made to STEP	
Apply feed and weed to grass to improve quality	
Ask STEP if they can put some crocus bulbs in the tip of the triangle as part of their annual bulb plant	

**Councillor walkabout (3)**

**8<sup>th</sup> September 2018**

Present: T Chinery, S Glanville-Hughes, S Kitchener, J Paterson, N Peck, J Hodgson

**Mallows Grange**

There was an inspection of the tree/shrub belt at the back of the Manningham Road open space that backs onto Courtman Road as residents have requested an item on the September agenda to discuss this area with the council.

Area behind Manningham Road and the eastern boundary - walk through are around the central island to be cut back.

Shrub beds at the back on the semicircle on Raunds Road/Wetenhall Road junction – to be cut back as they are encroaching on the path.

**Other issues raised**

Vegetation on Raunds Road footpath needs cutting back – reported to NCC via Street Doctor (ref 954251)

Vegetation on West Street next to Stanwick Hotel is over hanging the road and interfering with traffic movements - reported to NCC via Street Doctor (ref 954252)

**Parish Fields**

Kissing gates on the southern boundary – require repairs as the top bar is broken. To be arranged.

**List of correspondence received**

1. Email: ENC agenda and papers for meeting held 23<sup>rd</sup> July 2018
2. Email: NCALC eUpdate July/August (circulated to councillors)
3. Email: ENC Town and Parish Briefing (Circulated to councillors)
4. Email: Town & Parish Briefing re Local Government Reform (circulated to councillors)
5. Email: CPRE campaign against fracking
6. CPRE Field Work & Countryside Voice, summer 2018
7. Email: Northamptonshire Police and Crime Commissioner Newsletter - August 2018
8. Email: Invitation to NACRE AGM (circulated to councillors)
9. Email: CPRE – rural affordable housing campaign
10. Email: NCC consultation draft Northamptonshire All Age Autism Strategy
11. Email: ENC meeting papers (Northants reform) (circulated to councillors)
12. Email: Details of playground inspection training (circulated to councillors)
13. Email: Invitation to Royal British Legion event 01/09/18 (circulated to councillors)
14. Email: CPRE request for campaign funds re anti fracking
15. Email: NCC's August's update from NCC (circulated to councillors)
16. Email: ACRE – details of Good neighbours event (circulated to councillors)
17. Email: Northants PCC September newsletter
18. Email: NCALC Friday mini e-Update (circulated to councillors)
19. Email: CPRE September campaigns (circulated to councillors)
20. Email: NACRE Bringing the rural to town – an invite (circulated to councillors)
21. Email: PCC 'Have your say on how low level crime and ASB should be dealt with' consultation (circulated to councillors)
22. Email: CPRE agenda & Minutes