

MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

Date: 21st March 2019

Venue: Committee Room, Village Hall, Stanwick

Time: 7.15 p.m.

Present: Councillors:- N Peck (in the chair)
S Glanville-Hughes
S Kitchener
D Munday
M Partrick
J Paterson
EN Councillor Howell

18.176 APOLOGIES FOR ABSENCE

None.

18.177 APPROVAL OF MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 21st February 2019 be approved as a correct record and signed by the Chairman

18.178 RESIGNATION OF CLLR CHINERY

It was noted that Councillor Chinery had resigned. The official processes for a casual vacancy were being followed.

18.179 DECLARATION OF INTEREST

Councillor Munday declared a DPI with dispensation in item 18.191.

18.180 PUBLIC SPEAKING TIME

None.

18.181 REQUEST FROM THE POCKET PARK GROUP

It was proposed and

RESOLVED

That the Pocket Park Group be granted permission to plant a Pauls Scarlett Hawthorn tree on the triangle at the junction of East Street and Chelveston Road as the root spread would be small.

18.182 PARISH FIELDS CENTRAL CUT ACRE – change of use

It was noted that the Parish Council had retained responsibility for a one acre area within the Parish Fields to be used as a playing field and arranged for it to be cut on a regular basis. However the area was not used as a playing field on a regular basis by individuals and not used by any groups primarily because the ground surface was in poor condition with rabbit holes and stones.

Mr Cade from the Pocket Park Group addressed the meeting to propose that the group take over the responsibility of this area and plant a number of specimen native British trees in a concentric pattern. The Group would cut the grass to create paths in this area.

It was proposed and

RESOLVED

That the Parish Council will cease maintenance of the ‘play field’ area and that this area be incorporated in to the Pocket Park.

The Parish Council supports the proposal to create a coppice of specimen trees on this land.

The variation of the Management Agreement will be dealt with via letter.

Mr Cade also advised that the drainage pipes for creation of a ‘rose’ feature in the memorial gardens should be available in the next two months.

Mr Cade was thanked for his assistance generally and in particular with the repair of the highway sign on the triangle. (Minute 18.189 a below refers).

Compliments were shared about the daffodils that were a result of the bulb planting arranged by STEP and SPPark.

18.183 REPORT FROM COUNTY COUNCILLOR HUGHES

Cllr Hughes sent his apologies.

18.184 REPORT FROM DISTRICT COUNCILLOR HOWELL

A written report had been circulated to all Councillors. Cllr Howell provided an update to transfer to unitary status and the implications.

18.185 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 December and January, £857.87, has been received. A claim for February has been submitted at £108.09.

iii. Report in relation to PAYE

The Final Payment Submission has been sent to HMRC for the tax year ending 5th April 2019. The final quarter's tax and national insurance has been prepared for payment.

iv. Grants received or given

It was noted that the Community Garden Group have returned an unused portion of match funding (£493.90). Minutes 18.37 and 18.120 j refer.

v. Amendments to the asset register

None.

vi. Incident and accident reports on council owned land

None.

vi. Reports from volunteer inspectors

It was noted that the Clerk had spoken with R Cade who continued in the role parish path warden. This involves inspecting the rights of way on an annual basis and liaising with the land owners and Northamptonshire County Council. None of the paths are the responsibility of the Parish Council.

The role of the highways volunteer was now defunct as Northamptonshire County Council had stopped supporting the scheme.

The role of a volunteer tree warden was discussed with the need to document any voluntary inspection. It was noted that this would be in addition to 3-5 yearly arboriculturalist report that the Council commissioned.

b. Report from the Internal Control Councillor

It was reported that the internal control check had been done on 11th March 2019.

c. Schedule of payments

It was proposed and

RESOLVED

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

d. Insurance claim for the damage to the church wall

Minute 18.150 h refers. It was noted that the insurance claim had been received and work completed.

e. Terms of Reference for Internal Audit

The Parish Council's obligations for Internal Audit were noted together with the fact that the Parish Council contracted the services of the NCALC Internal Audit Service to fulfil this obligation. The current Terms of Reference for Internal Audit Service had been circulated to all councillors. It was proposed and

RESOLVED

That the Terms of Reference for Internal Audit Service were acceptable.

f. Effectiveness of Internal Control for 2018-2019

It was noted that the Clerk had provided a briefing on the purpose and requirements of Internal Control. It was proposed and

RESOLVED

That the Parish Council is satisfied with the effectiveness of Internal Control for the year 2018-2019.

g. Alternative electricity supply contract

It was noted that the Council has an unmetered supply arrangement for five street lights and a third party company had offered to seek a cheaper supply contract for the Council. The suggested alternatives would cost more on a monthly basis but would be a fixed tariff for a period of up to five years whereas the existing arrangement was unfixed and the tariff could be changed at short notice. It was proposed and

RESOLVED

That the electricity supplier and contract arrangements should not be changed at this time.

h. Annual newsletter

It was proposed and

RESOLVED

That the content of the draft newsletter was approved and that printing and delivery be authorised.

i. Cheque signatories on the bank accounts

Further to Minute 18.60 c it was noted that the paperwork to add Cllr Chinery to the bank account had not been finalised and it was proposed and

RESOLVED

That Cllr Paterson be made a cheque signatory rather than Cllr Chinery following his resignation.

18.186 PLANNING MATTERS

a. Planning consultations

19/00195/FUL Single storey rear extension and raised deck area at 12 Grange Road (*amended application: amended material for bi fold doors*)

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 amended material for the bi-fold doors.

19/00258/FUL Proposed, Porch, Garage Conversion First Floor Extensions and Carport with Associated Internal and External Works at 4 Raunds 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 providing that the materials are sympathetic to the existing structure.

This decision is made on the assumption that there are no objections from adjoining properties.

It was requested that an enquiry be made with the East Northamptonshire Council tree officer whether any action was due as a result of the works undertaken on the trees.

18/02020/FUL Single storey first floor side extension 8 Raunds 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 providing that the materials are sympathetic the existing structure.

This decision is made on the assumption that there are no objections from adjoining properties.

b. Planning decisions made by East Northamptonshire Council

Consent granted:

18/02291/FUL	Repair and consolidation of existing sluices on the River Nene, and the installation of a Hydro Screw in and adjacent to the south sluice, all within the watercourse at Stanwick Lakes
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c. Northamptonshire County Council consultation

19/00011/MINVOC Variation of Conditions 2, 42, 48 and 52 of Planning Permission 15/00073/MINVOC to amend the Restoration Scheme and Ecological Management Plan to remove references to agricultural grassland at Ringstead Grange Quarry

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

RESOLVED

That the following response be sent to Northamptonshire County Council

The Parish Council does not object to the variation of conditions.

18.187 MEETING/TRAINING REPORTS FROM COUNCILLORS

Further to Minute 18.171 Cllr Munday reported on the latest meeting of the ENC Joint Standards Complaints Committee (JSCC) had considered the Local Government Ethical Standards report 2019 produced by the Committee on Standards in Public Life. The JSCC will be issuing a briefing to make recommendations to town and parish councils.

18.188 COMMUNITY SAFETY ISSUES

a. Joint Acton Group

It was noted that the JAG is continuing with its priorities for tackling antisocial behaviour and drug use.

b. Current community safety issues

None.

18.189 GROUNDS MAINTENANCE

a. Traditional directional sign on the Triangle (police ref 249/11/02/19)

It was noted that the traditional style white directional sign that the Parish Council had refurbished had been damaged when hit by a van. It had been possible to make good and reaffix the snapped arm without cost to the Council.

b. Report on the condition of the boundary wall of the church yard

Further to Minute 18.88 (August 2018) a report has been received from Rutland Masonry. It was noted that the report included the eastern length of wall between the Church and the Duke of Wellington and the Parish Council is not responsible for this section. It was proposed and

RESOLVED

That that the 2.5 metre length of west wall identified for rebuilding was in a low risk area due to low footfall and that were it to 'slump' it would fall towards the church, that the situation should be monitored rather than quotes being obtained at this time.

c. Operational inspection of play area

The operation inspection report dated 26/02/2019 was received. It was noted that the current regime for litter picking may be insufficient and may require augmenting.

d. Grounds Maintenance Consortium Minutes 14/03/2019

The Minutes were noted.

18.190 ALLOTMENTS

a. Minutes of the Community Garden Meetings and the Allotment Society Meetings

The Minutes were noted.

b. Current letting status

It was noted that the tenant of plot 20 had given notice he was quitting and it was possible that the plot would remain untenanted.

c. Councillor site inspections

It was agreed that Councillors would undertake an allotment site inspection in May and September with a preference given to a Thursday evening.

d. Allotment Managers Forum (NSALG)

It was agreed that the Clerk could attend the meeting in Leicester.

18.191 CEMETERY

a. Rules and Regulations for Stanwick Cemetery

It was proposed and

RESOLVED

That the Rules and Regulations as presented by the Clerk be approved and adopted with immediate effect.

b. Register of Qualified Memorial Fixers (RQMF)

It was proposed and

RESOLVED

That subject to the membership being free of charge, the Parish Council should be a member.

18.192 STANWICK SHOWCASE 18/04/19

The arrangements for the event were noted.

18.193 STAFF APPRAISALS

It was proposed and

RESOLVED

A staff appraisal process will be implemented and a template appraisal form will be prepared for consideration at a future meeting for adoption.

18.194 SCHEDULE OF TRAINING UNDERTAKEN 2018-19

The training schedule that forms Appendix B was received and noted.

18.195 'BEAT THE STREET' EVENT

Details of the event that would be happening in Stanwick were noted.

18.196 CLERK'S DIARY

21/01/19 Triannual valuation webinar (12.30-1.30)
25/01/19 PCSO dropped in to discuss local issue
30/01/19 Meeting with representative of Cransley Hospice
22/02/19 Site meeting with resident of Raunds Road
06/03/19 Site meeting Chelveston Road
07/03/19 SLCC branch training event (Insurance & Risk Assessment)
12/03/19 'Beat the Street' stakeholder meeting
14/03/19 Grounds maintenance consortium meeting

18.197 LIST OF CORRESPONDENCE

The list that forms Appendix C was received.

18.198 NEXT SCHEDULED MEETING 16th MAY 2019

The next meeting will be on 16th May 2019 and will be Annual Meeting of the Council. Councillor Partrick gave his apologies for that meeting.

Meeting closed at 8.37 p.m.

Chairman

Appendix A

General Power of 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
000847	Stanwick Village Hall Trust - March room hire	19.00
000848	East Northamptonshire Council - grounds maintenance Jan 19	875.77
000849	East Northamptonshire Council - cleansing services Jan 19	13.70
000850	Northants ACRE – Annual Subscription	35.00
000851	HMRC – fourth quarter tax & NI	852.52
000852	Robert Farrow Ltd – repair to church wall	1528.20
000853	R Kidd – Tree works	300.00
000854	Raunds Town Council Charity Account – (Mayors event) NP	40.00
000855	J Hodgson – computer ink, domain renewal	48.95
000856	East Northamptonshire Council grounds maintenance Feb 19	904.69

The above payments were approved _____ Chairman
21st Mar 2019

For information (Financial Regulation 6.5 & 6.6)

Date		Detail	Amount
01.03.19	DDM	BT Business	36.26
01.03.19	STD	Stanwick Village Hall Trust - office rent	210.00
09.03.19	STD	Local Govt Pension Scheme	491.55
12.03.19	DDM	E-on	15.74
14.03.19	DDM	Wave (Anglian Water)	5.00

Receipts:

Date	Detail	Amount
25.02.19	K Smith – allotment rent in advance	35.00
15.02.19	HMRC VAT refund	857.57
04.03.19	R Farrow memorial fee	90.00
13.03.19	HMRC VAT refund	108.09
13.03.19	Community Garden Group – refund of match funding	493.90

Schedule of training undertaken 2018/19

Name	Date of training	Training details	Provider
D Munday	19/04/18	Social Media workshop	NACRE
G Roberts	19/04/18	Social Media workshop	NACRE
J Hodgson	28/06/18	Making meaningful planning responses	SLCC branch
T Chinery	02/07/18	Chairmanship Training	NCALC
N Peck	10/07/18	Finance for councillors	NCALC
S Glanville Hughes	07/06/18	Planning: How to object to inappropriate ones & Practical examples of successful techniques	CPRE
N Peck	07/06/18	Planning: How to object to inappropriate ones & Practical examples of successful techniques	CPRE
J Hodgson	13/08/18	Data Breach Reporting webinar	ICO
J Hodgson	17/09/18	Memorial safety	ICCM
S Kitchener	17/09/18	Memorial safety	ICCM
J Hodgson	10 & 11/10/18	National Conference	SLCC
J Hodgson	14/02/19	i-connect webinar	Northants Pensions
J Hodgson	19/02/19	What's new for 2019 webinar	HMRC
J Hodgson	07/03/19	Insurance & risk assessment issues	SLCC/Came & Co

List of correspondence received

1. Email: Notification of advance improvement works on the A45 (circulated to councillors)
2. Email: Raunds Library weekly update 20/01/19
3. Email: NCC January newsletter (circulated to councillors)
4. Email: ENC Draft Revised Local List of Information Requirements - Consultation January 2019 (circulated to councillors)
5. Email: NCALC Friday mini eUpdate - 25/01/19
6. Email: Rural wellbeing newsletter (circulated to councillors)
7. Email: notification of intended road closure for Stanwick Road Race 22/04/19
8. Email: CPRE newsletter 02/02/19
9. Email: NCALC eUpdate Jan/Feb 19 (circulated to councillors)
10. Email: Active Places February Newsletter
11. Email: ACRE Northamptonshire Village Awards 2019
12. Email: 'Beat the Street' East Northants event
13. Email: ICO newsletter
14. Email: ENC news – unitary workshops to explore reform
15. Email: Notification of Police, Fire & Crime Commissioner consultation (circulated to councillors)
16. Email: Police, Fire & Crime Commissioner February newsletter
17. Email: CPRE fund raising event details
18. Email: Illustrated parish map (for website) offer
19. Email: NCALC Friday mini eUpdate 15/02/19
20. Email: Update from the Highways Agency re works at Chowns Mill
21. Email: ENC briefing on unitary progress (circulated to councillors)
22. Email: ENC extraordinary meeting agenda 25/02/19
23. Email: ENC Budget meeting papers 04/03/19
24. Email: Your update from Northamptonshire County Council (circulated to councillors)
25. Email: ACRE – Rural Strategy Campaign (circulated to councillors)
26. Email: Latest new from the ICO
27. Email: Police, Fire & Crime Commissioner March newsletter
28. Email: Open Spaces Society newsletter (circulated to councillors)
29. Email: NCALC Friday Mini eUpdate
30. Email: details of dedicated PCSO scheme (circulated to councillors)