

# MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

**Date:** 20<sup>th</sup> June 2019

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

**Time:** 7.15 p.m.

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

Clerk to the Council J Hodgson  
Members of the Public 0

## **19.35 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Kitchener. It was proposed and

### **RESOLVED**

That the reason for absence be approved.

Councillor Konstantinidis was absent from the meeting.

## **19.36 APPROVAL OF MINUTES**

It was proposed and

### **RESOLVED**

That the Minutes of the Council Meeting held 16<sup>th</sup> May 2019 be approved as a correct record and signed by the Chairman.

## **19.37 DECLARATION OF INTEREST**

Cllr Glanville-Hughes declared an 'other' interest in item 19.48 as a dog owner.

Cllr Partrick declared an 'other' interest in planning application 19/00768/FUL as he knows the applicant.

A request for a DPI dispensation was received from Cllr Paterson in regard to her allotment tenancy to enable her to take part in all discussions and decision making on allotment matters. It was noted that the Clerk had taken advice from the Monitoring Officer and it was proposed and

## **RESOLVED**

That in accordance with para 15 of the Parish Council's Code of Conduct, the Council grants a dispensation to Councillor Paterson to allow her to take part in all discussions and decision making to matters relating to the allotment site with the exception of business relating to the setting of allotment rents and matters pertaining to the allotment plot that she has a tenancy agreement for as this is in the interests of the inhabitants of this Council's area.

### **19.38 PUBLIC SPEAKING TIME**

There were no speakers.

### **19.39 PLANNING CONSULTATIONS**

**19/00768/FUL** Agricultural building extension & siting of 2 vertical tanks at High Mere Farm, Raunds Road

After consideration of the planning documents it was proposed and

#### **RESOLVED**

That the following response be sent to East Northamptonshire Council

The Parish Council does not object to the application but would request that consideration is given to the colour of the tanks so that they blend with the environment/sky.

**19/00710/FUL** Change of use from residential (C3) to commercial (A2). No external nor internal changes. No signage required at 2 Alfred Street

After consideration of the planning documents it was proposed and

#### **RESOLVED**

That the following response be sent to East Northamptonshire Council

The Parish Council does not object on the understanding that there will not be any external alternations or additions.

**19/00938/FUL** Single storey side and rear extension at 30 Raunds Road

After consideration of the planning documents it was proposed and

#### **RESOLVED**

That the following response be sent to East Northamptonshire Council

The Parish Council objects to the application as the proposed extension appears to be very close to the boundary line and the adjacent property. The Council is concerned that there will not be sufficient space for the maintenance without infringing on the neighbouring property and that the guttering will overhang the boundary line.

If the application is to proceed the Council requests that the materials are sympathetic to the street scene. This decision is based on the assumption that there are no objections from neighbouring properties.

#### **19.40 SCHEDULE OF PAYMENTS**

It was proposed and

#### **RESOLVED**

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

#### **19.41 DATES FOR THE EXERCISE OF ELECTORS RIGHTS**

It was noted that the dates for exercise of elector's rights to inspect the unaudited Annual Governance and Accountability Return were 17<sup>th</sup> June 2019 to 26<sup>th</sup> July 2019. The formal notices had been placed on the website and noticeboard.

#### **19.42 MAINTENANCE ARRANGEMENTS FOR ALLOTMENT SITE**

Further to Minute 19.29 it was noted that the grass on the allotment paths and the social area had not been cut since April and were becoming a nuisance. As it had not been possible to reach a satisfactory arrangement with the existing contractor, quotes from two alternative contractors were considered. It was proposed and

#### **RESOLVED**

That Mowerman Grounds Maintenance be instructed to undertake fortnightly cuts until the end of October.

Mowerman Grounds Maintenance will replace the standpipe post by plot 20 free of charge on the first visit.

#### **19.43 ALLOTMENT SITE INSPECTION 15/06/19**

Present – Cllr S Glanville Hughes, Cllr Partrick, Cllr Paterson, J Hodgson parish clerk.

Points of note:

- Over all the allotment plots are looking good.
- Plot 11 does not meet cultivation requirements and the tenant is to be contacted.
- Standpipe post by plot 20 requires replacement
- Community garden is very impressive.
- The Allotment Society have rigged up a gate closing mechanism on the first pedestrian gate

Social area and paths:

- The social area is very overgrown limiting its use
- Weeds on paths are encroaching on plots.

- Cllr Partrick to obtain a quote for grass cutting

Other notes:

- June – chain cut and theft of wheel barrow and old generator. Not reported to the police.

It was noted that no further action was required.

#### **19.44 MEETING WITH STANWICK LAKES & HIGHWAYS ENGLAND 14/06/19**

Present were representatives of Highways England, Northants Police, Northants Highways, Stanwick Lakes and the parish clerk.

The Stanwick Lakes representatives outlined the methods being used to manage visitor expectation on days were they expected to be very busy. It was agreed that these have had a degree of success.

Northants Police advised that it is unlikely that police cones will be available for the August bank holiday weekend as there was an event at Silverstone that weekend.

It was agreed that Stanwick Lakes would notify Northants Highways when they anticipated busy weekends to try and arrange for NCC Parking Enforcement to visit Stanwick village. However they could only act where there is a contravention of the double yellow lines. Obstructions caused by poor parking remain a police matter. The Police suggested that use of the locally produced yellow tickets on poorly parked vehicles.

For the 2020-21 season when work will be happening at Chowns Mill, Highways England will see if the traffic management company will provide cones and signage as part of the community outreach programme on bank holidays.

Highways England will make enquiries to see whether the matrix signs on arterial routes can be used to alert drivers when the site is expected to be full.

Highways England did advise that they were looking to install a toucan crossing on the A45. However they did not have funding for this nor specify exactly where it would be placed.

The next meeting will be Wednesday 21<sup>st</sup> August by Skype.

Cllr Paterson offered to use the Parish Council's yellow parking notification slips when she was available.

#### **19.45 COMMUNITY GARDEN PROPOSAL FOR A 'SUMMER HOUSE'**

It was proposed and

#### **RESOLVED**

That providing the summer house is single storey the Parish Council supports the Community Gardens Groups proposal and their funding bid to the East Northamptonshire Council Community Facilities Fund.

#### **19.46 STAFFING COMMITTEE**

Further to Minute 19.9 it was proposed and

#### **RESOLVED**

That the Terms of Reference that form Appendix B to these Minutes were approved for the Staffing Committee. Cllr Peck, Paterson and Glanville-Hughes were appointed as members with Cllr Kitchener as the alternate member if required.

#### **19.47 MEETING CLOSURE**

It was proposed and

#### **RESOLVED**

To make a resolution that under section 100A (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

Meeting closed at 7.45pm.

#### **19.48 DOG OFF LEAD AREA**

Matters relevant to setting up a dedicated dogs off lead area including financial implications, maintenance and ongoing liabilities and risks were discussed. In addition the potential impact on dog control orders in other parts of the village were considered.

The meeting was re-opened.

It was proposed and

#### **RESOLVED**

The Parish Council does not have appropriate land to establish a dedicated dogs off lead area and it would not be financially prudent to lease land for this purpose.

#### **19.49 NEXT SCHEDULED MEETING**

The next scheduled meeting will be on 18th July 2019. Cllr Paterson gave her apologies for that meeting.

It was requested that there is a future agenda item for the development of the social area at the allotment site, possibility including toddler play equipment.

Meeting closed at 8.04 pm

**Chairman**

## Appendix A

### *General Power of Competence adopted 19<sup>th</sup> 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
000871	Stanwick Village Hall Trust - room hire June 2019	£23.75
000872	East Northamptonshire Council - grounds maintenance Apr19	£1924.21
000873	Mr D Holben – fit new bin at rec/clear fallen branches	£105.00
000874	Mr D Holben – 3 x cuts at allotments	£135.00
000875	HMRC – 1 <sup>st</sup> quarter tax & NI	£847.03

The above payments were approved \_\_\_\_\_ Chairman  
20th June 2019

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

Date		Detail	Amount
01.06.19	STD	Stanwick Village Hall Trust - office rent	210.00
09.06.19	STD	Local Govt Pension Scheme	491.55
12.06.19	DDM	E-on – street lighting	17.42
14.06.19	DDM	Wave (Anglian Water) water rates	5.00

#### Receipts:

Date	Detail	Amount
23.05.19	Central England Co-op Ltd Funeral Disbursement Account	435.00
10.06.19	A Abbotts & Son	290.00
14.06.09	Co-op Funeral Service Ltd Rushden	337.50
14.06.09	Co-op Funeral Service Ltd Rushden	375.00

**Terms of Reference for the Staffing Committee**

**Definitions**

In this document the following terms have the meanings assigned to them below:

Alternate Member	A person elected to serve as an alternate if an elected member cannot serve on the Staffing Committee
Chairman	The Chairman of the Committee
Committee	The Staffing Committee of the Council
Committee Member	Any person participating in the Panel's work under the arrangements set out in the Section headed 'Membership and Quorum'
Council	Stanwick Parish Council
Member	An elected or co-opted member of the Stanwick Parish Council

**1. General**

1.1 These Terms of Reference define the Council's specific responsibilities delegated to the Staffing Committee and were first approved by Stanwick Parish Council at its Meeting held on 20<sup>th</sup> June 2019. The conduct of all aspects of the Committee's work shall be treated as confidential and be governed by the Council's Standing Orders.

1.2 Specific delegated responsibility decisions of the Committee shall be binding on the Council.

1.3 The Committee has no power to authorise expenditure on behalf of the Council except where third party specialists are required whereby the maximum sum of £500.00 may be incurred in any one incident without reference to the full Council.

1.4 Members of the public have no rights to attend confidential sessions of the meetings of the Committee.

1.5 These Terms of Reference are in accordance with the Council's Standing Orders.

**2. Duties & Scope of Delegated Responsibilities**

2.1 The Committee shall undertake the following duties on behalf of the Council:

**2.2 Performance Management**

- To monitor and performance manage the Clerk's work
- At least annually to conduct a staff appraisal/annual review with the Clerk. The appraisal is to be undertaken by two member of the committee.
- Following the interview to submit a confidential report to the Council. The report should include, where appropriate, any changes in the Clerk's responsibilities and recommendations

as to the grading of the post and salary progression (the list of contents is not intended to be exhaustive).

### 2.3 Dispute Resolution Proceedings

- To oversee ‘informal’ dispute resolution arrangements and the appointment of a trained mediator if required for mediation, conciliation or arbitration.
- To appoint a Hearing Panel upon any formal grievance issue raised by staff under this Council’s Grievance Procedure.
- To appoint a Hearing Panel upon appropriate disciplinary cases as set out the Council’s Disciplinary Procedure, making recommendation to Council if sanctions are to be imposed.
- To convene Appeals Hearing Panels where required

### **3. Appointment of new staff**

3.1 To oversee recruitment and selection of new employees on behalf of the council (with the Clerk where appropriate) including job description, person specification, advertising, shortlisting, interviewing, reference checking, making recommendation to full Council and defining the induction process.

### **4. Other Duties and Responsibilities**

- To establish a programme of training for Councillors and employees such as will encourage professional advancement and make recommendations for expenditure to support these goals.
- To review staffing structures in the council and pay-scales annually
- To draft, review and monitor employment policies and procedures.
- To recommend the payment of overtime, additional hours and employment related expenses in relation to the employees, as may be deemed necessary.
- To monitor absences and approve holiday and other leave requests for the Clerk.
- To keep under review the working conditions and health and safety of the council’s staff
- To oversee the termination arrangements for the Council’s staff

### **5. Powers**

5.1 Subject to the power, set out in paragraph 2 immediately below, the Committee shall have no other powers.

5.2 The Chairman, subject to the agreement of the Committee’s Members, shall have the power to invite an appropriate expert in human relations to attend Dispute Resolution meetings to advise the Committee. Such Invited Participants shall have the freedom to participate in the enquiry but not to vote.

### **6. Membership and Quorum**

6.1 The Committee shall consist of 3 Members and an Alternate Member, all of whom shall be elected from Members of the Council. The Committee shall appoint one of the members to be the Committee's chairman.

6.2 The quorum shall consist of 3 Committee Members. For the avoidance of misunderstanding the Alternate Member only attends a meeting if an elected Committee Member is unable to participate.

6.3 In the event that one or more of the Committee Members is unable to serve the following arrangements shall be adopted:

- The first Committee Member unable to serve shall be replaced by the Alternate Member.
- If any further Committee Members or the Alternate Member are unable to serve they shall be replaced by suitable councillors appointed by the Council.
- If one of the Committee Members unable to serve is the Chairman, then the revised Committee when fully formed shall at the relevant meeting elect its own Chairman.
- Any person serving as a Committee Member under the arrangements in this clause shall have the same powers they would have possessed had they been elected by the Council.

## **7. Meetings**

7.1 Ordinary Meetings: The committee shall meet at least once a year. The meeting shall be summoned by the Chairman or by such person appointed to the task. The Committee shall set dates for further meetings at its first meeting in the year.

7.2 Extraordinary meetings: when necessary may be held on dates between the Ordinary Meetings. Extraordinary meetings shall be called using appropriate arrangements.

7.3 Calling Meetings: The Chairman shall be responsible for calling all meetings. The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.

7.4 Minutes: The Chairman shall be responsible for ensuring that proper minutes are kept of all Committee meetings and that where necessary appropriate reports are generated and circulated. The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.

## **8. Alterations to these Terms of Reference**

8.1 The Committee has no powers to alter or temporarily suspend these Terms of Reference.

8.2 The Council may change these Terms of Reference using the procedure set out in the Council's Standing Order number: 4.

Version	Date adopted	Minute reference
1	20/06/19	19.46