

MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

Date: 17th November 2022

Venue: Committee Room, Village Hall, Stanwick

Time: 7.15 p.m.

Present: Councillors:- N Peck (in the chair)
S Glanville-Hughes
S Kitchener
G Konstantinidis
M Taylor
J Hodgson
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Clerk to the Council
Members of the Public

22.105 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Paterson and Partrick.

Apologies were received from Cllrs Levell, Howell and Wilkes who had a civic event to attend.

22.106 APPROVAL OF MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 10th November 2022 be approved as a correct record and signed by the Chairman.

22.107 REGISTERS OF INTEREST

Councillors were reminded that it was their responsibility to update their register of interests where there had been a change. Councillors present signed a declaration provided by the Monitoring Officer.

22.108 DECLARATION OF INTEREST

Councillor Peck declared an interest in item 22.122 d. Councillor Kitchener declared an interest in items 22.122d and 22.117.

22.109 PUBLIC SPEAKING TIME

There were no members of the public present.

22.110 REPORT FROM NORTH NORTHAMPTONSHIRE COUNCILLORS

There was no report given.

22.111 FOUR YEAR PLAN

a. EVCP survey (electrical vehicle charging point)

It was agreed that the Clerk has delegated authority to complete the survey on behalf of the Council.

22.112 FINANCIAL MATTERS

a. Internal Control

i. Budget variance report and statement of accounts

The budget variance report and statement of accounts were received and noted. It was noted that a standing order had been set up to manage the transfer of funds between Nat West and Unity Trust Bank (Minute 22.80c). It was reported that five invoices had been received from North Northants Council for grounds maintenance costs and these would go through in December.

ii. Report in relation to VAT

A VAT claim for September and October has been submitted for £1048.74.

iii. Report in relation to PAYE

There were no matters to report.

iv. Grants received or given

The annual leisure grants for Stanwick Bowls Club, the Community Gardens and Stanwick pocket park have been prepared for payment.

v. Amendments to the Asset Register

There were no amendments necessary.

vi. Incident reports on council owned land

There were no reports received.

vii. Reports from volunteer inspectors

There were no reports received.

b. Report from the Internal Control Councillor

It was noted that the accounts were inspected on 12/10/22 and 08/11/22 and everything was satisfactory.

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. Lease for the parish office

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

RESOLVED

That the terms of the lease be accepted with the rent at £218.00 per month and that Councillors Konstantinidis and Glanville-Hughes be authorised to sign the lease on behalf of the Council.

- e. Grant application from Stanwick Film Night

It was proposed and

RESOLVED

That a one-off grant of £200.00 be made to support the re-launch of Stanwick Film Night with the payment authorised by BACS. The organisers are to be requested to include the Parish Council support on their posters.

- f. Budget for 2023-2024

There was a detailed consideration of the current economic climate and the cost of living crisis faced by residents at this time. Consideration was given to the significant expenditure made this year for one-off repairs that had reduced the Council's reserves. It was noted that the precept had not been increased during the previous four years meaning that ear-marked reserves and general reserves had not been added during that period. It was noted that the Council was faced with inflationary increases in its costs, including a 16% increase in grounds maintenance costs, a significant portion of its budgeted outgoings. After examining the budget costs and anticipated lower levels of general and earmarked reserves at the start of the next financial year it was proposed and

RESOLVED

That the budget that forms Appendix B to this Minute totalling £81545.00 be approved.

- g. Precept for 2023-2024

After considering the approved budget for 2023-24 it was noted that a £10,000.00 increase in the precept, whilst significant in percentage terms, represented a £1.40 per month increase on average for each household within the tax base for the ten months that Council tax is paid.

It was proposed and

RESOLVED

That a precept demand under s41 of the Local Government Finance Act 1992 be issued to North Northamptonshire Council for £81545.00 for the year 2023/24 as Stanwick Parish Council has calculated that the budget requirement, as calculated in accordance with s50 of this Act, is £81545.00.

h. Changes to Clerical remuneration

It was noted that the Clerks employment contract provides that salary will be paid at a particular Spinal Column Point (SCP) and therefore the Council has a contractual obligation to pay whatever the prevailing rate for that SCP is. The negotiations on local government pay for 2022/23 have just been concluded and a new pay scale has been agreed and is back dated to 1st April 2022. There has also been an increase annual leave entitlement by 1 day for all workers from 1 April 2023. For employees with more than 5 years' service the new leave entitlement will be 26 days basic entitlement plus 2 extra statutory days, plus bank holidays. There are normally 8 bank holidays each year, but there was an extra one in 2022 for the funeral of The Queen, and there will be an extra one in 2023 – on Monday 8 May 2023 – following the Coronation of King Charles III on Saturday 6 May 2023.

i. Millenium Sign

It was proposed and

RESOLVED

That 5 litres of raw linseed oil should be purchased for treatment of the Millenium sign.

Members of STEP would apply the oil to the sign.

22.113 PLANNING MATTERS

a. Planning consultations

NE/22/01371/FUL Single Storey side and rear wrap around extension and external wall
Insulation Location: 12 Dolben Avenue

After consideration of the available planning documents, it was proposed and

RESOLVED

That the following response be sent to North Northants Council

The Parish Council does not object to this proposal. However, the planning authority should ensure that the footprint of the extension provides adequate external access to the rear of the property and to allow for access for maintenance to the side elevations.

This decision is made on the assumption that the materials will be sympathetic to the existing dwelling and the street scene and that there are no objections from adjoining properties.

b. Planning decisions made by North Northamptonshire Council

Table to show Planning Consent refused:

Planning reference number	Planning details and address of property that the application relates to
NE/22/00846/FUL	Extension and alterations (including additional storey and rear extension) to barn to provide ancillary residential accommodation. The Stables, Higham Road,

22.114 INDEPENDENT INSPECTION REPORT FOR THE PLAY AREA

The report from the Play Inspection Company Ltd was considered. The Council was reassured to note that any work identified was classified as low risk. It was noted that the yellow gate should be re-erected in the short term. It was agreed that the works identified should be prioritised as work that should happen in the short term and maintenance works to prolong the life of the assets should be scheduled for the spring.

22.115 MEETING/TRAINING REPORTS FROM COUNCILLORS

There was no reports to give.

22.116 COUNCIL POLICIES

a. Policy amendments

It was proposed and

RESOLVED

That the following policies as amended be re-adopted with immediate effect: News Media Policy; Social Media Policy; Co-option of Council Members Policy; Information Security Policy; Information Security Asset Inventory; Document Retention Policy; and Mobile Speed Sign Protocol

b. Policy review

It was proposed and

RESOLVED

That the following policies had been reviewed and were re-adopted with immediate effect without amendments: Pension Personal Data Retention Policy; Working at Heights Policy; and Policy On Filming, Audio-Recording, Photographing And Reporting Of Council Meetings

c. New policies

It was proposed and

RESOLVED

That the following policies adopted with immediate effect: Communications Policy; Electronic Communications Policy; Facebook Policy; Website Policy; Notice Board Policy; and Vexatious Complaints Policy.

22.117 LEASE FOR STANWICK BOWLING GREEN

The draft lease provided by Wellers Hedley Solicitors was reviewed. It was noted that the Bowls Club had requested a spelling alteration and to change one of their trustees. The Council identified a few items that should be referred to the solicitor.

22.118 ST LAURENCE CHURCH

a. Main path

It was noted that the issues with the main path had been referred to the Parish Council insurers who had advised that as the Parish Council had taken all steps reasonably open to it, any personal injury claim would have shared liability with the church.

The Archdeacon and the Diocese Advisory Committee (DAC) had been made aware of this situation by email on 17th October 2022 and to date the DAC had not responded.

b. Floodlight cabling

It was noted that there was a fault in the floodlight cabling in front of the main church door. It had been agreed with the church warden that to minimise costs, this repair should be dealt with at the same time as the path was being repaired as the path would need to be dug up to gain the necessary access.

c. Path on the eastern side

It was noted that a quote had been obtained for re-setting the loose slabs. However the quote was not accepted as the costs appeared excessive. Alternative quotes are to be sought.

22.119 GROUNDS MAINTENANCE

a. Consortium meeting

It was noted that the Clerk had attended a meeting on 14th November 2022. The tendering process appears to be moving from Waste Management to the in-house grounds maintenance team at Kettering. A costing for work based on the previous contract specification will be provided by the in-house team within three weeks for the Council to consider in December.

22.120 COMMUNITY SAFETY

a. Joint Action Group

There was no report to give.

b. Current community safety issues

There was no report to give.

c. Bollards for the corner of High Street, Spencer Parade and Church Street

It was noted that the Police had advised that their objection to the bollards was that they may encourage antisocial behaviour by creating a location to loiter. It was noted that discussions were continuing between the Police, Northants Highways and the councillors to find a mutually acceptable scheme that would allow the council secure a grant from the OPFCC.

d. “New powers to enforce moving traffic offences in North Northamptonshire consultation”

It was agreed that the Council would not respond to the consultation.

22.121 HIGHWAYS

a. Residents letter re High Street

A letter expressing concerns about pedestrian safety on High Street near Stanwick Club was considered. It was noted that this problem had been previously discussed and there were very limited options as to what Northants Highways would take because of the configuration of the road and pavements. The Council did not consider that parking permits would be a viable option.

It was agreed that the Council should request that Northants Highways put white lines in the centre of the road to encourage better driving decisions. The resident is to be advised accordingly.

22.122 ALLOTMENTS

a. Minutes of the Community Garden Committee Meeting

There were no minutes available. It was noted that the committee treasurer would be resigning and they were struggling to fill the post. The committee have been advised that the raised beds are not under warranty.

22.123 CHRISTMAS FAYRE 2022

The arrangements were noted.

22.124 LIST OF CORRESPONDENCE

The list that forms Appendix C was received. No other action is required.

22.125 NEXT SCHEDULED MEETING

The next scheduled meeting will be on 19th January 2023. There will be a meeting on 15th December 2022 to consider grounds maintenance contract options and any planning applications.

Meeting closed 8.20pm

Chairman

Appendix A

Schedule of Payments presented for authorisation at the meeting.

Table 1: Schedule of payments made outside of the meeting by cheque (Financial Regulation 6.8)

Cheque no	Payee and reason	Amount
None	None	£0

Table 2: Schedule of cheques presented for authorisation at the meeting

Cheque no	Payee and reason	Amount
001141	P Elliott – refund of allotment deposit	£30.00

Table 2a : Schedule of BACS payments made between meetings

	Payee and reason	Amount
24.10.22	Stanwick Race Group – grant for Christmas lights	£600.00
24.10.22	Playground Facilities Ltd – safer surfacing invoice	£5241.00
08.11.22	S Garrett-Harvey (Mowerman) Allotment grass cuts	£960.00
08.11.22	A&R Print Solutions Ltd - Christmas flyers	£65.00

Table 2b : Schedule of BACS payments presented for authorisation at the meeting

Payee and reason	Amount
Play Inspections Company Ltd	£87.54
RBL Poppy Appeal	£40.00
Stanwick Village Hall Trust (October) meeting room hire	£10.00
Pear Technology Services Ltd – addition of tree maps	£108.00
CPRE – annual membership	£36.00
Stanwick Village Hall Trust (Nov) meeting room hire	£45.00
Stanwick Community Garden – annual leisure grant	£200.00
Stanwick Pocket Park Group – annual leisure grant	£200.00
Stanwick Bowls Club – annual leisure grant	£200.00

The above payments were approved (signature line)_____Chairman

Date signed 17th November 2022

Table 3: Payments made on the corporate debit card

Date	Payee and reason	Amount
19.10.22	First4numbers (Christmas signs)	£33.78
24.10.22	Dunelm – ribbon to mount poppies on	£7.00
27.10.22	Jewson – materials for repairs at Parish Fields	£355.69
02.11.22	Jewson- materials for repairs at Parish Fields	£37.74
15.11.22	Cash for flyer delivery	£40.00
15.11.22	Diary (Home Bargains)	£1.49

Table 4: For information (Financial Regulation 6.5 & 6.6) automated payments

Date	Method	Payee and reason	Amount
03.10.22	STD	Stanwick Village Hall Trust - office rent	£218.00
09.10.22	STD	Northamptonshire Pension Fund	£588.12
17.10.22	DDM	Wave – cemetery water rates	£5.00
19.10.22	DDM	nPower Business Solutions - street light power	£21.04
29.10.22	DDM	BT Business	£44.09
03.11.22	STD	Stanwick Village Hall Trust - office rent	£218.00
09.11.22	STD	Northamptonshire Pension Fund	£588.12
17.11.22	DDM	nPower Business Solutions - street light power	£24.41
17.11.22	DDM	Wave – cemetery water rates	£5.00

Table 5: Money received since the last meeting:

Date	Where the money was received from	Amount
21.10.22	Stanwick Bowls club Xmas fayre stall fee	15.00
01.11.22	Mocanu Xmas fayre stall fee	15.00
08.11.22	Blenkharn Monumental Masons	10.00
08.11.22	J Chambers plot 785	250.00
10.11.22	A Abbots & Sons Partrick	350.00

Note: *The General Power of Competence adopted 20th May 2021*

Budget 2023-2024

Administration	£42,960.00
Staff costs	
Admin costs	
Training	
Insurance	
Subscriptions	
Room hire - meetings	
Elections	
Grounds Maintenance	£23,810.00
Consortium Contract works	
Other GM works	
Bin emptying	
Tree Works General	
Allotment grass cuts	
Repairs & renewals	£3,000.00
Miscellaneous costs	£2,490.00
Grants, donations	
Coronation	
Christmas fayre	
Public Works Loan Board	£4,330.17
Leisure grants	£600.00
Projects	£0.00
Allotments & Parish Fields	£0.00
Utilities	£460.00
Street light power	
Water rates	
Cemetery rates	
Addition to ear-marked reserves	
Play area repairs	£1,000.00
Church wall repairs	£1,744.83
Office equipment	£150.00
Cemetery future work fund	£1,000.00
Total budget	<u>£81,545.00</u>

List of correspondence 8th September 2022 to 11th November 2022

This list is comprised of generic or informational emails sent by other organisations and Councils rather than listing correspondence with members of the public. A separate list of correspondence with members of the public or correspondence on specific matters with other bodies is not maintained.

1. Email: New series of Town/Parish Council meetings with the Commissioner, Chief Constable and Chief Fire Office (circulated to councillors)
2. Email: NCALC Her Majesty Queen Elizabeth II
3. Email: Voluntary Impact Northamptonshire Friday Bulletin
4. Email: CPRE Our Queen, our patron
5. Email: Queen Elizabeth II - Briefing No.2 - 10/09/22
6. Email: Queen Elizabeth II - Briefing No.3 - 11/09/22
7. Email: Queen Elizabeth II - Briefing No.4 - 12/09/22
8. Email: HMRC Company vehicles, multiple workplaces and travel
9. Email: Queen Elizabeth II - Briefing No.5 - 13/09/22
10. Email: NCALC Friday mini eUpdate - 16/09/22 (circulated to councillors)
11. Email: NCALC Session on Electric Vehicle Charging Points - 12/10/22 (circulated to councillors)
12. Email: Decision Statement relating to the 'making' of the Hargrave Neighbourhood Development Plan
13. Email: Decision Statement relating to the 'making' of the Ringstead Neighbourhood Plan
14. Email: Reviewing policy on calculating holiday pay
15. Email: NCALC An intro to employment law 27-Sep-22 17:00-19:00 (circulated to councillors)
16. Email: Leader's Update - Commemorative Edition (circulated to councillors)
17. Email: LGPS Save the date for our employers forum and free pension training webinars (circulated to councillors)
18. Email: Northants CALC Training Newsletter - AMP Conference (circulated to councillors)
19. Email: Police, Fire and Crime Commissioner - Newsletter September 2022 (circulated to councillors)
20. Email: NCALC Friday mini eUpdate - 23/09/22 (circulated to councillors)
21. Email: CPRE newsletter (circulated to councillors)
22. Email: CPRE Actual Planning Roadshows return (circulated to councillors)
23. Email: Voluntary Impact Northamptonshire Friday Bulletin
24. Email: Active places newsletter Newsletter October 2022
25. Email: CPRE Fracking: Let communities decide (circulated to councillors)
26. Email: Kier Highways – event planning
27. Email: Northants CALC eUpdate - Sep/Oct 2022 (circulated to councillors)
28. Email: Northants CALC Training Newsletter - October 2022 (circulated to councillors)
29. Email: Northants CALC Training Newsletter - AMP Training
30. Email: NCALC Friday mini eUpdate - 07/10/22 (circulated to councillors)
31. Email: All other employer representative vacancy - Northamptonshire Pension Committee (circulated to councillors)

32. Email: NNC On-street Electric Vehicle Charging Points: Notification of Batch 4 Sites
 33. Email: Voluntary Impact Northamptonshire Friday Bulletin
 34. Email: Keeping in touch - How North Northants Highways are communicating (circulated to councillors)
 35. Email: Northants CALC Training Newsletter - AMP Conference (circulated to councillors)
 36. Email: CPRE National Hedgerow Week is here (circulated to councillors)
 37. Email: NCALC Friday mini eUpdate - 14/10/22 (circulated to councillors)
 38. Email: LGPS Our pension funds are stable
 39. Email: BHIB Fireworks Guidance
 40. Email: North Northamptonshire Council Leisure Centres Customer Feedback Survey 2022
 41. Email: NCALC Friday mini eUpdate - 21/10/22 (circulated to councillors)
 42. Email: Exploring Nenescape - conference 9th & 10th November (circulated to councillors)
 43. Email: N ACRE Parish Council Members - October Ebulletin (circulated to councillors)
 44. Email: Voluntary Impact Northamptonshire Friday Bulletin
 45. Email: LGPS Employer newsletter - issue 17 (circulated to staffing committee)
 46. Email: NSALG e-bulletin October 2022
 47. Email: Rushden TC Mayor's carol service
 48. Email: Active Places Newsletter November 2022
 49. Email: NNC Co-ordination of warm spaces this winter
 50. Email: NNC Leaders update #36 (circulated to councillors)
 51. Email: Open Space Magazine Autumn 2022 issue (circulated to councillors)
 52. Email: LGPS Find out about our latest news and free training webinars
 53. Email: Transforming North Northamptonshire Council's Adult Social Care Provider Services – Consultation
 54. Email: Save the date - Wellingborough Mayor's Quiz Night
Email: Northants CALC Training Newsletter - Climate Conference (circulated to councillors)
 55. Email: Reminder that the next meeting with the Commissioner, Chief Constable and Chief Fire Officer is on Monday 7th Nov (circulated to councillors)
 56. Email: Wellingborough Mayor's Quiz Night, 24th November
 57. Email: All other employer representative appointment - Northamptonshire Pension Committee
 58. Email: Your November update from the Open Spaces Society (circulated to councillors)
 59. Email: Voluntary Impact Northamptonshire Friday Bulletin
 60. Email: Friday mini eUpdate - 04/11/22 (circulated to councillors)
 61. Email: Save the date - Wellingborough Mayor's Quiz Night, 24th November 2022
 62. Email: Police, Fire and Crime Commissioner Newsletter - November 2022 (circulated to councillors)
 63. Email: Vacancy - employer representative of the Local Pension Board
 64. Email: Rushden Mayor's Civic Carol Service - Sunday 18th December 2022
- End