

MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

Date: 16th July 2020

Venue: Zoom

Time: 7.15 p.m.

Present: **Councillors:-** N Peck (in the chair)
S Glanville-Hughes
S Kitchener
D Munday
M Partrick
Clerk to the Council J Hodgson
Members of the Public 0

This meeting was held 'remotely' via an internet platform as permitted by The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

20.33 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Konstantinidis and Councillor Paterson. It was proposed and

RESOLVED

That the reason for absence be approved.

Apologies were also received from ENC Councillor Howell and NCC Councillor Hughes.

20.34 APPROVAL OF MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 21st May 2020 be approved as a correct record and signed by the Chairman.

20.35 DECLARATION OF INTEREST

Councillors Kitchener and Peck declared a DPI in agenda item/Minute 20.39 e. Councillor Munday declared a DPI with dispensation in agenda/Minute item 20.48 b.

20.36 PUBLIC SPEAKING TIME

Councillor Munday spoke on behalf of a number of residents following a concern expressed on Facebook regarding a possible large scale development within the parish. From the

information available it was noted that this data had most likely be speculation arising from the East Northamptonshire Council call for sites and the resulting SHLAA report dated 2014. It was noted that there were no housing developments registered on the East Northamptonshire Council website site.

20.37 REPORT FROM COUNTY COUNCILLOR HUGHES

A report was not received.

20.38 REPORT FROM DISTRICT COUNCILLOR HOWELL

It was noted that a written report from Cllr Howell had been circulated to all councillors.

20.39 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 together with the quarterly budget report.

It was noted that the current account balance includes the sum of £2489.00 representing the balance of the Pathfinder II grant. An invoice is expected for culvert clearing and grip reinstatement works which will be set against this sum.

It was noted that there are works had been instructed and the invoices were outstanding.

£460-£700.00 T Seamarks (repairs to MM sign – work ongoing)

ii. Report in relation to VAT

The claim for May 2020 for £736.76 has been received.

iii. Report in relation to PAYE

It was noted that proper HMRC processes are in place with the first quarter tax and National Insurance payment has been made.

iv. Grants received or given

None.

v. Amendments to the asset register

It was not necessary to make any amendments.

vi. Incident and accident reports on council owned land

None.

vi. Reports from volunteer inspectors

None.

b. Report from the Internal Control Councillor

It was noted that the inspection of the June bank statement had not taken place due to minimal transactions and would be included in the review undertaken of the July statement.

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. 'Working from home' allowance

Due to the coronavirus pandemic and the lockdown meaning that the parish office in the village hall was closed as a place of work it was proposed and

RESOLVED

That the sum of £104.00 be paid to the clerk representing the standard HMRC working from home allowance for the months of April, May June and July 2020 to cover costs incurred.

e. Rebate of the rent

Councillors Kitchener and Peck took no part in the discussion or decision making for this item.

As the village hall had been closed due to the coronavirus lockdown and parish office was closed from 23rd March. It was proposed and

RESOLVED

That a full rebate of rent for the months of April, May and June be requested from the Village Hall Trust.

f. Bowls Club and the Football Club annual rent

It was proposed and

RESOLVED

That in light of the Coronavirus pandemic the Parish Council would waive the annual rent due to the Football Club and Bowl Club as a gesture of goodwill as neither clubs will have been able to carry out their full income generating activities. This is for the year 2020-2021.

g. Repairs/works to the allotment gates

It was proposed and

RESOLVED

That a quote from M Howe for repairs to the main site gate and an internal gate post at the allotments be accepted for £440.00.

20.40 PLANNING MATTERS

a. Planning consultations

20/00728/TPO TPO 142 T1 - sycamore - lift lower lateral branches to 4.5 metres; T2 Horse Chestnut - reduce top of tree and large side limb by 2-3m to shape at 10 Hill House Gardens

After consideration of the planning documents it was proposed and

RESOLVED

The Parish Council has reviewed the documents available and would comment that any reduction to the trees should be kept to a minimum. The Council will rely on the opinion of the East Northamptonshire Council tree officer.

20/00729/TPO TPO 142 T1 sycamore - reduce in height by 5 to 6 metres to reduce the amount of falling debris onto nearby houses and to increase the amount of light into the gardens of number 24 and 25 at 25 Hill House Gardens

After consideration of the planning documents it was proposed and

RESOLVED

The Parish Council has reviewed the documents available and would comment that any reduction to the tree should be kept to a minimum. The Council will rely on the opinion of the East Northamptonshire Council tree officer.

20/00741/TPO TPO 142 Sycamore (T1) - growth over the last eight years has excessive shading. Propose 30% reduction as advised by tree surgeon. Ash (T2) - growth over the last eight years has excessive shading. Propose 30% reduction as advised by tree surgeon. Ash (T3) - growth over the last eight years has excessive shading. Propose 30% reduction as advised by tree surgeon. at 2 Hill House Gardens

After consideration of the planning documents it was proposed and

RESOLVED

The Parish Council has reviewed the documents available and would comment that any reduction to the tree should be kept to a minimum. The Council will rely on the opinion of the East Northamptonshire Council tree officer.

b. Planning decisions made by East Northamptonshire Council

Table to show Planning Consent granted:

Planning reference number	Planning details and address of property that the application relates to
20/00528/TPO	TPO 142 - T1 sycamore - thin out any dense areas of the tree by 5%. reduce the lower half of the tree on side facing the house and garden of number 27 by two to three metres to shape At 26 Hill House Gdns
20/00527/TPO	TPO 142 T1 - lime remove crossing branches. Reduce the sides of the tree that face the drive and the house and the house next door number 26 by approximately two metres to shape at 27 Hill House Gdns
20/00399/FUL	Erection of a covered manure store at Holywell Farm Chelveston Road
20/00516/FUL	Retrospective application for a garden timber open sided gazebo for outdoor dining at The Grange 24 Grange Road
20/00585/TPO	TPO 142 Box Elder in rear garden of property. Works proposed - crown reduction of one limb, lowest major branch at union with trunk, to reduce loading and lessen risk of failure at the main union of split trunk shear point. Trim back to secondary growth points additional branch endings extending over the house roof. At 22 Hill House Gardens

20.41 Neighbourhood Plan

The requirement to periodically review the policies of the Neighbourhood Plan over the life of the plan was considered. It was agreed that it would be appropriate to hold a stand-alone meeting, possibly in October, to determine whether action is required ahead of the dissolution of East Northamptonshire Council and the creation of the unitary authority.

20.42 STAFFING COMMITTEE

a. Minutes of the Staffing Committee Meetings

Minutes of the Staffing Committee Meetings were noted.

b. Approval and adoption of policies as recommended by the Staffing Committee

It was proposed and

RESOLVED

That the Grievance Policy and Hearing Panel terms of Reference be approved and adopted as recommended. It was agreed that Recruitment Policy be approved and adopted subject to amendment making it mandatory to advertise any employment position on the Parish Council website and notice board.

c. Polices reviews

It was noted that the Staffing Committee has reviewed the following polices that have previously been adopted by the Parish Council and no further action is required.

- i. Dignity at Work Policy
- ii. Equality Policy
- iii. Disciplinary and Dismissal Procedures
- iv. Lone Working Policy
- v. Home Working Policy
- vi. Pension Policy

20.43 RISK ASSESSMENT

a. Parish Office re-opening Risk Assessment

The Parish Council considered the risk assessment previously considered and recommended by the Staffing Committee. It was proposed and

RESOLVED

That the Parish Office re-opening risk assessment be approved subject to amendment to show any face to face meetings will not take place in the office, but will take place in the hall lobby or the committee room. The Clerk may use the office as a place of work whenever she deems safe to do so.

b. Risk Assessment for re-opening the children's play area

It was noted that the risk assessment for post-lockdown re-opening had been circulated to all councillors prior to re-opening on 4th July and public information notices had been placed on the website, Facebook page and village notice board. It was proposed and

RESOLVED

That the risk assessment be approved and adopted.

20.44 POLICIES

a. Report on the review of document accessibility

The report detailing which policies had been checked for accessibility with assistive technologies using the Microsoft 'accessibility checker' was noted. No further action is required.

b. Document Review

The 'Conditions of use for the recreation ground' and 'Conditions of use for the gardens of Spencer Parade' were reviewed and it was agreed that they were fit for purpose.

c. Security deposit required for use of the Spencer Parade Gardens

It was noted that it was council policy for any person or group wanting to use the Gardens for a function, they are required to provide a £50.00 deposit on case any damage was caused to the area. It was agreed that the £50.00 is an appropriate sum but in the coronavirus situation the handling of money should be minimised.

d. Policy review

As part of the cycle of policy review the policies listed below were determined to be fit for purpose.

- i. Co-option of Members Policy
- ii. Grant Awarding Policy
- iii. Filming, audio recording, photographing and reporting on Council meetings policy

It was noted that in the event of a co-option, if the Council was still meeting remotely, procedures would be required to manage the ‘secret ballot’ aspect.

e. Virtual Meeting Policy

It was proposed and

RESOLVED

That the Virtual Meeting Policy be amended to allow for meeting agendas to be placed on the village notice board when Government guidelines permit and when the Clerk considers it safe to do so.

20.45 NEW LEASE FOR STANWICK ROVERS FOOTBALL CLUB

Further to Minute 20.27 (May 2020) correspondence from the solicitors was considered. It was noted that this lease relates to the ground upon which the club house is situated and does not relate to any agreement the Council has with the club for use of the recreation ground for the purposes of playing or training for football. It was agreed that the following responses should be provided to the solicitor:

1. The Club should have access to the recreation ground car park and then vehicular across the recreation ground to the club house for maintenance, deliveries and disabled access only. Otherwise vehicles should not be on the grass – travelling or parked.
2. The club house is already connected to mains drainage and will continue to be so.
3. The Parish Council understands that lease offers the club security of tenure. The club house was built by the club and the Parish Council would have no other use for it. The council assumes that in the event of the club ceasing or the building falling into disrepair, the Council would have recourse to take ownership of the building to maintain, re-purpose or demolish as it thinks fit at the time. Solicitor to advise if this assumption is erroneous.
4. Assignment of the lease – the club should not be able to transfer the lease. The council will surrender this lease and enter a new lease as appropriate.
5. Signage – any external signage should be with prior approval of the council. Internal signage – council approval is not required.

6. Annual review of rent – yes, there should be an annual review mechanism.
7. The club is responsible for all insurance connected to the building and for public liability etc when on council owned property/land. There were a number of clauses in the draft lease that refer to insurance that may require attention.

It was proposed and

RESOLVED

That any interim invoices for legal services may be paid between meetings and Stanwick Rovers Football Club will be invoiced for the total sum in accordance with Minute 20.27 once the legal work has been completed.

20.46 PROPOSAL FOR A ‘PARISH ACTION GROUP’

A proposal from the Chairman of Warmington Parish Council for a parish action group was considered. It was agreed that the Parish Council would not be part of this group at the present time.

20.47 COMMUNITY SAFETY

a. Joint Action Group

It was due to the lockdown, the JAG had not met. The next meeting is scheduled for August.

b. Current community safety issues

It was noted that a bench had been stolen from the pocket park. This had been reported to the Police. There had been a theft of items from a poly tunnel at the allotments.

It was noted that Councillors Glanville-Hughes and Munday and the Clerk had attended a Northamptonshire ACRE parish councillor networking event on Zoom. The theme was community resilience and focussed on responses to the coronavirus pandemic by all levels of authority.

It was agreed that the response of the parish and the parish council should be given further consideration as it is possible that there would be a health emergency over the winter and the plans should be in place for this eventuality.

It was noted that the Stanwick Emergency Plan would be included on the agenda for the September meeting for discussion.

20.48 GROUNDS MAINTENANCE

a. Date for the annual review of priority 2 memorial inspection

It was agreed that this would be set via email outside of the meeting.

b. Date for inspection the memorial at St Laurence Church yard

It was agreed that this would be set via email outside of the meeting.

c. Loose gate post at Parish Fields

It was agreed to obtain a quote from M Howe to repair work.

d. Vandalism to trees at the recreation ground

It was noted that a resident had on 21st May 2020, without consent, cut a significant number of branches from trees at the recreation ground before being witnessed by a parish councillor and told to stop. The resident had been sent a letter advising of the costs incurred by the Council to clear away the debris and make good the damage to the trees.

It was agreed that an invoice should be sent to resident. It was agreed that a report be made to the police using the online system as it was a case of vandalism.

e. Minutes to the Grounds Maintenance Consortium meeting

Minutes for the meeting held 10th June 2020 were noted.

20.49 ALLOTMENTS

a. Allotments and Community Garden reports

It was noted that the two plots (11 and 12) were looking unkempt. The tenants had not notified the Clerk that were 'shielding'. Notice to Improve would be issued to both tenants.

It was noted that the repair to the wire fencing by plot 17 had failed and was potentially the point of entry for the thefts recorded in 20.47 b above. It was agreed that M Howe be asked to quote for a better repair.

b. Rabbits on site

It was noted that there was a report of a rabbit on one of the plots and humane traps were being used to trap and release the rabbit.

20.50 LIST OF CORRESPONDENCE

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

20.51 NEXT SCHEDULED MEETING

The next scheduled meeting will be on 17th September 2020.

Meeting closed at 8.49 p.m.

Chairman

Appendix A

Schedule of Payments presented for authorisation at the meeting.

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

Cheque no	Payee and reason	Amount
000959	BHIB Ltd – annual insurance premium - cheque redrawn	£802.63
000960	HMRC – quarterly tax & NI	£815.35

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

Cheque no	Payee and reason	Amount
000961	Turney Landscapes – work to ash tree at the cemetery	£1322.40
000962	East Northamptonshire Council - cleansing services May 2020	£13.99
000963	East Northamptonshire Council grounds maintenance May 2020	£1858.97
000964	J Hodgson – Stationery, Zoom subscription x 2, signage, hand sanitiser etc	£106.22

The above payments were approved (signature line) _____ Chairman
Date signed 16 July 2020

Table 3: For information (Financial Regulation 6.5 & 6.6) automated payments

Date	Method	Payee and reason	Amount
30.05.20	DDM	BT Business	£50.39
03.06.20	STD	Stanwick Village Hall Trust – office rent	£218.00
09.06.20	STD	Local Government Pension Scheme	£472.73
12.06.20	DDM	E-on – street lighting	£17.42
14.06.20	DDM	Wave (Anglian Water) water rates	£5.00
29.06.20	DDM	BT Business	£50.39
03.07.20	STD	Stanwick Village Hall Trust – office rent	£218.00
09.06.20	STD	Local Government Pension Scheme	£472.73
12.07.20	DDM	E-on – street lighting	£16.86
13.07.20	DDM	Public Works Loan Board – half yearly payment	£2269.51
14.07.20	DDM	Wave (Anglian Water) water rates	£5.00

Table 4: Money received since the last meeting:

Date	Where the money was received from	Amount
11.05.20	HMRC VAT refund	£736.76

Note: *The General Power of Competence adopted 19th November 2015*

List of correspondence received

1. Email: Northants CALC Friday mini eUpdate - 15/05/2020 (circulated to councillors)
2. Email: Northants Highways weekly works programme
3. Email: encnews: New Chairman elected at East Northants Council virtually
4. Email: Information from the Met Office Advisor - The Week Ahead
5. Email: Voluntary Impact Friday Bulletin
6. Email: Community Resilience Update: Issue 12 (circulated to councillors)
7. Email: NASLG: News from the East Midlands Region
8. Email: Northants Highways weekly works programme
9. Email: Notification of election of Thrapston Town Mayor
10. Email: Northants CALC Friday mini eUpdate - 22/05/2020 (circulated to councillors)
11. Email: NCC Three Children First Northamptonshire consultations
12. Email: Open Spaces Society briefing (circulated to councillors)
13. Email: Northants CALC eUpdate – May/June (circulated to councillors)
14. Email: Community Resilience Hub Update: Issue 13 (circulated to councillors)
15. Email: Neighbourhood Watch eNewsletter
16. Email: encnews: Council urges “stay safe whilst cooking at home”
17. Email: Active Places newsletter June 2020
18. Email: CPRE Lord Lieutenant of Northamptonshire David Laing Awards for Litter Heroes - What Now?
19. Email: Highways England - Press Release - A45 Chowns Mill (circulated to councillors)
20. Email: Highways England – Customer newsletter - A45 Chowns Mill (circulated to councillors)
21. Email: NCALC – scam email warning (circulated to councillors)
22. Email: St Laurence Church: newsletter and letter
23. Email: Notification of election of Irthlingborough Town Mayor
24. Email: #Northants Together newsletter 1st June (Circulated to councillors)
25. Email: Notification of election of Higham Ferrers Town Mayor
26. Email: NACRE Celebrating Northamptonshire’s COVID-19 Community Champions (circulated to councillors)
27. Email: Community Resilience Hub Update: Issue 14 (circulated to councillors)
28. CPRE: notification virtual AGM
29. Email: Weather information from Met Office
30. Email: Highways England – notification of road closures
31. Email: Voluntary Impact Friday Bulletin
32. Email: Northants Highways weekly works programme
33. Email: Northants CALC Friday mini eUpdate - 5/06/2020 (circulated to councillors)
34. Email: ENC News - £40k council funding on offer for local projects
35. Email: NCC cycling and walking consultation (circulated to councillors)
36. Email: ENC News - East Northants Council drives economic recovery across district
37. Email: Community Resilience Hub Update: Issue 15 (circulated to councillors)
38. Email: Open Spaces Society AGM—this year’s process (circulated to councillors)
39. Email: CPRE newsletter (circulated to councillors)
40. Email: Northants Highways weekly works programme

41. Email: Northants CALC Friday mini eUpdate - 12/06/2020 (circulated to councillors)
42. Email: Voluntary Impact Friday Bulletin
43. Email: NACRE information re phased return of sports and recreation
44. Email: Coronavirus recovery : latest news from the ICO (circulated to councillors)
45. Email: HMRC Employers Bulletin 84
46. Email: June's news from Northamptonshire County Council (circulated to councillors)
47. Email: Northants CALC Friday mini eUpdate - 19/06/2020 (circulated to councillors)
48. Email: Northants Highways weekly works programme
49. Email: Voluntary Impact Friday Bulletin
50. Email: Northamptonshire ACRE June 2020 E-Bulletin - Parish Council Members (circulated to councillors)
51. Email: relaunch of Great British Spring Clean
52. Email: Community Resilience Hub Update: Issue 16 & 17 and NorthantsTogether Newsletter (circulated to councillors)
53. Email: Details of N ACRE 'parish councillor networking session' (circulate to councillors)
54. Email: Northants CALC Friday mini eUpdate - 26/06/2020 (circulated to councillors)
55. Email: Voluntary Impact Friday Bulletin
56. Email: Open Spaces Society newsletter (circulated to councillors)
57. Email: Northants Highways weekly works programme
58. Email: Active Places newsletter July 2020
59. Email: ENC News - East Northamptonshire Council looking to re-open doors next week
60. Email: Latest news from the ICO
61. Email: Northants CALC Friday mini eUpdate - 05/07/2020 (circulated to councillors)
62. Email: Voluntary Impact Friday Bulletin
63. Email: Details of Rushden TC Mayors Carol Service
64. Email: Northants OPFCC Youth Commission; details of how to apply
65. Email: ENC News - residents urged to check they are registered to vote
66. Email: ENC JCSS agenda and papers
67. Email: Northants CALC Friday mini eUpdate - 10/07/2020 (circulated to councillors)
68. Email: Voluntary Impact Friday Bulletin
69. Email: CPRE 'Lets regenerate the countryside (circulated to councillors)
70. Email: NSALG newsletter News from the East Midlands Region
71. Email: Community Resilience Newsletter: Special Edition- 100 Days! (circulated to councillors)
72. Email: ENC Council agenda and papers
73. Email: Northants Highways weekly works programme
74. Email: First for wellbeing newsletter