

# MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

**Date:** 17<sup>th</sup> September 2020

**Venue:** Zoom

**Time:** 7.15 p.m.

**Present:** Councillors:-  
N Peck (in the chair)  
S Glanville-Hughes  
S Kitchener  
G Konstantinidis  
D Munday  
M Partrick  
J Paterson  
J Hodgson  
Clerk to the Council  
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.

## **20.63 APOLOGIES FOR ABSENCE**

Apologies were received from East Northamptonshire Council Councillor Howell and Northamptonshire County Council Councillor Hughes.

## **20.64 APPROVAL OF MINUTES**

It was proposed and

### **RESOLVED**

That the Minutes of the Council Meeting held 13<sup>th</sup> August 2020 be approved as a correct record and signed by the Chairman.

## **20.65 DECLARATION OF INTEREST**

Councillor Paterson declared a DPI in item 20.69 k. Councillor Munday declared a DPI with dispensation in items 20.69 j and 20.80 b.

## **20.66 PUBLIC SPEAKING TIME**

Cllr Glanville-Hughes raised an issue on behalf of a resident who had concerns about work being done in the wooded area next to Stanwick Hotel. It was noted that the work was being undertaken at the request of the owners following safety concerns being raised by Northants Highways.

## **20.67 REPORT FROM COUNTY COUNCILLOR HUGHES**

None.

## **20.68 REPORT FROM DISTRICT COUNCILLOR HOWELL**

A written report from Cllr Howell was circulated to councillors prior to the meeting.

## **20.69 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 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

It was also noted that antivirus protection provided by BT was being withdrawn on 28<sup>th</sup> September. This has been paid via the BT billing system. A new McAfee contract has been taken out for 2 years.

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

The claim for June and July 2020 for £537.37 has been received.

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

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

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

East Northamptonshire Council advised that the Parish Council could apply for a £10,000.00 grant from the Business Grant Fund as a rate payer for the cemetery. This is Government funding due to the coronavirus pandemic. The clerk did query this with East Northamptonshire Council Business Rates Office as the council receives ‘small business rate relief’ and as such

does not make any rate payments. However the officer advised that the Parish Council was eligible to apply before the fund closes in August. An application was made on 10<sup>th</sup> August with the view that it could be assigned to the 'cemetery fund' and if a request to repay was received in the short term, the cash would be available. The sum was received on 17<sup>th</sup> August 2020.

**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 Internal Control check had taken place on 10<sup>th</sup> August for the June and July bank statements and was found to be 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. Request to fund plant replacement trees Minute 19.167 refers**

It was proposed and

**RESOLVED**

That two replacement trees and stakes to a value of £50.00 be funded on production of a receipt by Stanwick Pocket Park Group

**e. Local Government Administration (12<sup>th</sup> ed.)**

It was proposed and

**RESOLVED**

That the purchase of a copy of Arnold-Baker on Local Government Administration (12<sup>th</sup> ed.) at a cost of £119.00 be authorised

**f. External Auditors Report**

The External Audit report from PKF Littlejohn was received and noted. There were no matters identified. It was noted that the Notice of Conclusion of Audit had been published on 4<sup>th</sup> August 2020.

**g. Office rent rebate**

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

Further to Minute 20.39 e it was proposed and

**RESOLVED**

That the Village Hall Trust's offer to rebate rent equivalent to the 'working from home' payment of £104.00 be accepted.

**h. 'Virtual' SLCC conference**

It was proposed and

**RESOLVED**

That the Clerks attendance of the SLCC conference be authorised at a cost of £25.00.

**i. Quote to lift the canopy of the trees along the central paths in the cemetery to 2 m**

It was proposed and

**RESOLVED**

That a quote from Alchemy Tree Surgery at a cost of £230.00 be accepted.

**j. Cemetery fees**

A financial report was considered. It was noted that the costs incurred by the Council for the excavation of graves had increased. It was proposed and

**RESOLVED**

That the cost of interment for a single depth grave be increased to £300.00; that the cost of a double depth interment be increased to £400.00 and that the cost to inter ashes be increased to £130.00 to cover the costs incurred by the Council for the excavation of the graves. These fees will be effective from 1<sup>st</sup> October 2020.

**k. Allotments fees for April 2022**

Cllr Paterson took no part in this item of business. A financial report was considered. It was agreed that the fees would not be changed.

**l. National Pay Award**

It was proposed and

**RESOLVED**

That in line with Parish Council policy the National Pay Award should be implemented backdated to April 2020.

**m. Parish Fields boundary fence**

It was noted that the Pocket Park Group had reported that three fencing rails required replacing on the boundary fence and had offered to do the work if the Parish Council paid for the materials. The Parish Council is responsible for the fence. It was proposed and

**RESOLVED**

That the Parish Council would fund the cost of materials on production of receipts and the Pocket Park Group thanked for offering to undertake this work.

**20.70 PLANNING MATTERS**

**a. Planning consultations**

**20/00984/TPO** TP0 142 - T1 Purple leaved plum tree and T2 blue cedar - both fell to near ground level to allow more air and light into garden at 27 Hill House Gardens

After consideration of the planning documents it was proposed and

**RESOLVED**

The Parish Council does not have any comment to make.

The Council will rely on the expert opinion on the East Northamptonshire Council tree officer in this matter.

**20/00934/FUL** Erection of Part Two Storey Part Single Storey Side Extension, Insertion of Roof lights and Bi-Folding Door within Previous Extension and Relocation of Existing Solar Panels at 33 Needham Road

After consideration of the planning documents it was proposed and

**RESOLVED**

The Parish Council does not object to this application.

This decision is based on the assumption that there are no objections from adjoining properties and the materials are sympathetic to the existing dwelling.

**b. Planning Appeal**

**APP/G2815/D/20/3251753 [Application Ref. No. 19/01939/FUL]** First floor extension over garage and adjoining two storey side extension (Re-submission of 19/01294/FUL) at 5 Manor Gardens

It was agreed that the Parish Council does not have any new comment to make.

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

Table to show Planning Consent granted:

| <b>Planning reference number</b> | <b>Planning details and address of property that the application relates to</b>  |
|----------------------------------|--|
| 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  |
| 20/00741/TPO                     | To carry out crown lifting/raising work to T1 the sycamore tree, by removing entirely the lowest primary branch growing towards the house, in combination with the lowest two branches growing in the opposite direction towards the garden fence boundary fence with 3 Grange Road.T2, and T3, both ash, to be removed. At 2 Hill House Gardens |
| 20/00813/FUL                     | Single storey side and rear extension at 4 Higham Road   |

Table to show Planning Consent refused:

| <b>Planning reference number</b> | <b>Planning details and address of property that the application relates to</b>   |
|----------------------------------|---|
| 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 |

It was noted that the East Northamptonshire Council Tree Officer had contacted the Clerk and had offered to inform members of his rationale when his decision differs from the Councils’.

**d. Government’s White Paper “Planning for the future”**

Councillor Paterson agreed to collate responses from Councillors outside of the meeting.

**20.71 STAFFING COMMITTEE**

**a. Minutes of the Staffing Committee Meeting 6<sup>th</sup> August**

The Minutes were noted.

**20.72 POLICIES**

**a. Policy Review**

It was proposed and

**RESOLVED**

That the policies listed below are fit for purpose and do not require amendment.

- i) Privacy Policy
- ii) Data Protection Policy
- iii) Document Retention Policy
- iv) Data Breach Policy
- v) General Privacy Notice
- vi) Information Security Policy
- vii) Information Security Asset Inventory
- viii) Subject Access Request Procedure
- ix) Privacy Notice for Staff and Role Holders

**b. Data Map**

It was proposed and

**RESOLVED**

That the Data Map is fit for purpose and does not require amendment but it may require amendment if new categories of data are held as a result of new functions at the Council.

**c. Pension Fund Data Protection Policy**

It was proposed and

**RESOLVED**

That the Pension Fund Data Protection Policy as recommended by the Staffing Committee be approved and adopted.

**d. Staff Appraisal Protocol**

It was proposed and

**RESOLVED**

That the Staff Appraisal Protocol as recommended by the Staffing Committee be approved and adopted.

**20.73 NCALC virtual AGM**

It was proposed and

**RESOLVED**

That Councillor Paterson be the nominated voting delegate for the AGM.

**20.74 EMERGENCY PLAN**

**a. Stanwick Emergency Plan**

It was agreed that Councillor Peck would be the co-ordinator and that further work would be required to ensure smooth implementation if circumstances necessitated the plan being put into effect.

**b. Health emergency over the winter of 2020/21**

The possibility of a health emergency situation was discussed. It was agreed that a flyer should be prepared, possibly in conjunction with St Laurence Church detailing lines of support.

**RESOLVED**

That a budget of £100.00 be set for the flyer.

**20.75 GOOD NEIGHBOURS SCHEME**

It was agreed that this should be investigated further.

**20.76 LEASE WITH THE FOOTBALL CLUB**

Further to Minute 20.45 it was proposed and

**RESOLVED**

That the Council is satisfied with the wording of the draft lease dated 13<sup>th</sup> September 2020.

However there is a query with the wording of the surrender document that needs to be raised with the solicitor.

**20.77 CHRISTMAS FAYRE 2020**

It was agreed that in light of the corona virus pandemic the Christmas Fayre would not be proceeding in 2020. It was noted that the Christmas lights would be put up locally.

**20.78 MEETING/TRAINING REPORTS FROM COUNCILLORS**

None.

**20.79 COMMUNITY SAFETY**

**a. Report from the Joint Action Group**

It was noted that antisocial behaviour and misuse of drugs remained the local priorities.

**b. Current community safety issues**

No new issues were noted.

**c. Stanwick Lakes**

It was noted that on recent occasions the car park had been closed as a measure to manage attendance numbers due to the covid 19 situation. The content of emails from residents who were unhappy with the resulting 'overflow' parking within the village were made available to

councillors. It was noted that these closures had occurred on days that were not bank holidays and it would not have been possible to plan for it.

**d. Discussions with Highways England re item c above**

It was noted that the Clerk had been contacted by an officer of Highways England. The personnel at Highways England and Stanwick Lakes who previously formed part of the working group to tackle the overflow parking issues are no longer in post. The group had not met in 2020 due to the Covid 19 lockdown and the temporary closure of Stanwick Lakes. The officer was provided with information on actions of the working group and the Clerk recommended that the group be re-formed.

**20.80 GROUNDS MAINTENANCE**

**a. Repairs to the Stanwick Millennium Sign**

A report from Seemarks Joinery was noted.

**b. Annual inspection of Priority 2 & 3 memorials at the cemetery**

It was noted that the inspections had taken place.

**20.81 ALLOTMENTS**

**a. Minutes of the Community Garden Meetings**

The Minutes were noted.

**20.82 LIST OF CORRESPONDENCE**

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

**20.83 NEXT SCHEDULED MEETING**

The next scheduled meeting will be on 19th November 2020.

Meeting closed at 9.00 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  |
|-----------|---|---------|
| 000971    | HM Revenue & Customs – 2 <sup>nd</sup> quarter tax & NI | £815.55 |

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

| Cheque no | Payee and reason   | Amount   |
|-----------|--|----------|
| 000972    | Tom Seamarks Joinery Ltd – repairs to MM sign                          | £582.00  |
| 000973    | East Northamptonshire Council - grounds maintenance July 2020          | £1765.88 |
| 000974    | Destroyed  | £0       |
| 000975    | East Northamptonshire Council - cleansing services July 2020           | £13.99   |
| 000976    | Destroyed  | £0       |
| 000977    | J Hodgson – Zoom subscription x 2 months, McAfee subscription, 123 Reg | £111.83  |

The above payments were approved (signature line) \_\_\_\_\_ Chairman  
Date signed 17 Sept 2020

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

| Date     | Method | Payee and reason                          | Amount  |
|----------|--------|---|---------|
| 30.07.20 | DDM    | BT Business                               | £50.39  |
| 03.08.20 | STD    | Stanwick Village Hall Trust – office rent | £218.00 |
| 09.08.20 | STD    | Local Government Pension Scheme           | £472.73 |
| 12.08.20 | DDM    | E-on – street lighting                    | £17.42  |
| 14.08.20 | DDM    | Wave (Anglian Water) water rates          | £5.00   |
| 01.09.20 | DDM    | BT Business                               | £50.39  |
| 03.09.20 | STD    | Stanwick Village Hall Trust – office rent | £218.00 |
| 09.09.20 | STD    | Local Government Pension Scheme           | £472.73 |
| 12.09.20 | DDM    | E-on – street lighting                    | £17.42  |
| 15.09.20 | DDM    | Wave (Anglian Water) water rates          | £5.00   |

Table 4: Money received since the last meeting:

| Date     | Where the money was received from                    | Amount     |
|----------|--|------------|
| 07.08.20 | HMRC – VAT refund                                    | £567.37    |
| 17.08.20 | East Northamptonshire Council - Business rate refund | £10,000.00 |
| 19.08.20 | M Partrick – cemetery fees                           | £500.00    |

Note: *The General Power of Competence adopted 19<sup>th</sup> November 2015*

## Appendix B

### List of correspondence received

1. Email: Northants CALC Friday mini eUpdate - 17/07/2020 (circulated to councillors)
2. Email: Northants Highways weekly works programme – 17/07/20
3. Email: Voluntary Impact Friday Bulletin
4. Email: Community Resilience Newsletter: Issue No. 19
5. Email: ENC news: leisure centres to re-open
6. Email: N ACRE Village Viewpoint, summer newsletter (circulated to councillors)
7. Email: Open Spaces Society, news from the AGM (circulated to councillors)
8. Email: Northants CALC eUpdate - Jul/Aug 2020 (circulated to councillors)
9. Email: Voluntary Impact Friday Bulletin
10. Email: July's news from Northamptonshire County Council (circulated to councillors)
11. Email: Active Places Newsletter August 2020
12. Email: Northants Highways weekly works programme – 31/07/20
13. Email: Northants Highways weekly works programme – 24/07/20
14. Email: Voluntary Impact Friday Bulletin
15. Email: Northants CALC Friday mini eUpdate - 24/07/2020
16. Email: ENC news: New way to report fly tipping
17. Email: NCC Consultation - Northamptonshire Pharmaceutical Needs Assessments - Patient Survey
18. Email: Highways England Chowns Mill July newsletter (circulated to councillors)
19. Email: OPFCC ANPR consultation
20. Email: ENC News - Explore East Northamptonshire on two wheels
21. Email: Northants CALC Friday mini eUpdate - 7/08/2020 (circulated to councillors)
22. Email: Voluntary Impact Friday Bulletin
23. Email: Latest news from the ICO August newsletter
24. Email: Open Spaces Society newsletter (circulated to councillors)
25. Email: Northants Highways weekly works programme – 11/08/20
26. Email: CPRE newsletter 'a planning system shake-up' (circulated to councillors)
27. Email: Northants CALC Friday mini eUpdate - 14/08/2020 (circulated to councillors)
28. Email: Voluntary Impact Friday Bulletin
29. Email: Updated information regarding the JAG Central area (circulated to councillors)
30. Email: NCALC Unitary Blueprint documents (circulated to councillors)
31. Email: NCALC Training newsletter (Circulated to councillors)
32. Email: Voluntary Impact Friday Bulletin
33. Email: Northants CALC Friday mini eUpdate - 21/08/2020 (circulated to councillors)
34. Email: Northants Highways weekly works programme – 21/08/20
35. Email: NCC press release: 30days30waysUK September is Preparedness Month starts soon!
36. Email: ENC News - Nominate your East Northamptonshire Champions
37. Email: August's news from Northamptonshire County Council (circulated to councillors)
38. Email: N ACRE August newsletter
39. Email: Details of National Allotment Society's virtual AGM
40. Email: Northants Highways weekly works programme – 28/08/20
41. Email: Voluntary Impact Friday Bulletin

42. Email: Northants CALC Friday mini eUpdate - 28/08/2020 (circulated to councillors)
43. Email: N ACRE - last chance to nominate community champions (31<sup>st</sup> August)
44. Email: ENC News – press release re new recycling tool
45. Email: Highways England Chowns Mill August newsletter (circulated to councillors)
46. Email: OPFCC September newsletter
47. Email: Voluntary Impact Friday Bulletin
48. Email: Northants CALC Friday mini eUpdate - 04/09/2020 (circulated to councillors)
49. Email: Northants Highways weekly works programme – 04/09/20
50. Email: Active places newsletter
51. Email: NCC Consultation Community Health and Wellbeing Services 2020
52. Email: ENC News: East Northants Council future proofs grants for the voluntary sector