

MINUTES OF STANWICK PARISH COUNCIL HELD ON

Date: 19th January 2017

Venue: Committee Room, Village Hall, Stanwick

Time: 7.15 p.m.

Present: Councillors:-
D Munday (in the chair)
S Glanville-Hughes
N Peck
G Roberts

169. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Michel, Kitchener and Partrick

RESOLVED

That the reasons for apologies were accepted.

170. APPROVAL OF MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 15th December 2016 be approved as a correct record and signed by the Chairman.

171. DECLARATION OF INTEREST

Cllr Glanville-Hughes declared an 'other' interest in item 182.

172. PUBLIC SPEAKING TIME

None

173. REPORT FROM COUNTY COUNCILLOR HUGHES

None.

174. REPORT FROM DISTRICT COUNCILLOR HOWELL

None.

175. 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.

A direct debit has been set up to pay bills for BT for the new Parish Office telephone and broadband line.

ii. Report in relation to VAT

The claim of £323.17 has been received. A claim for December has been made.

iii. Report in relation to PAYE

All processes are being followed. The quarterly payment due 5th January has been made.

iv. Grants received or given

None.

v. Amendments to the asset register

Amendments to the register will be required to reflect the acquisitions for the parish office.

vi. Incident reports on council owned land

There have been no reports of any incidents on Council owned land.

vi. Reports from volunteer inspectors

None.

b. Schedule of payments

It was proposed and

RESOLVED

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

c. Annual Risk Assessment Review

It was noted that the risk assessment reports together with the individual area reports had been circulated to all councillors prior to the meeting via the website. The financial/business risk assessment had been overhauled. A risk assessment for the new parish office had been completed.

There was a lengthy discussion as to the responsibilities and liabilities of the Council for the Community Garden and people active on the garden.

It was proposed and

RESOLVED

That the risk assessments presented for the Cemetery, Allotment and Community Garden, Parish Fields, Mallows Grange Public Open Space, the Memorial Gardens, Parish Office and operational matters be accepted.

That Community Garden issues be discussed later in the meeting.

d. Review of employment matters

It was noted that the Clerk had reviewed and revised the Grievance Policy, Disciplinary Policy and Equality Policy and written a Dignity at Work policy. It was proposed and

RESOLVED

That the revised Grievance Policy, Disciplinary Policy and Equality Policy be adopted.

That the Dignity at Work Policy be adopted.

That the loan worker policy should be reviewed and updated as necessary.

e. Local Government Pension Scheme

It was noted that the employer contribution rate for 2017/18 to 2019/20 had increased by 1 percentage point to 26.3%.

f. Condition of the church wall

A report prepared by Rutland Masonry was received. It was proposed and

RESOLVED

That the report be shared with Rev Bell and the landlord of the Duke of Wellington.

That as the Parish Council was responsible for three lengths of the wall, namely adjoining Church Street and Raunds Road, the Council would pay for works along those lengths.

That the landlord of the Duke of Wellington be advised that the Council was not responsible for works on the length of wall between St Laurence Church and the Duke of Wellington.

g. 'Auto Enrolment Pension Scheme'

It was noted that the actions required by the Pensions Regulator prior to the 'staging date' (1st February 2017) had been completed. The Council has 6 months from the staging date to complete the declaration of compliance.

h. New external auditor arrangements

It was noted PKF Littlejohn had been appointed by the Sector Led Body as the external auditor for the year ending 31st March 2018.

i. Training courses for the Clerk

It was noted that the Clerk had been offered a place on the Media Trusts 'Media and Marketing Training Programme'. The training sessions are free. It was proposed and

RESOLVED

That the Council will reimburse travel costs to the four training sessions to be held in Cambridge.

That the Parish Council will not expect Hargrave Parish Council to contribute to the Clerks training costs.

j. Parish Office

It was noted that the office had been set up and the Clerk had been working from there for two weeks. It was proposed and

RESOLVED

That the office contents should be placed on risk with the council's insurer at replacement value.

That visitor chairs, a notice board for the wall and a cross shredder should be purchased.

That the clerk should make such purchases as deemed necessary for the office.

176. PLANNING MATTERS

a. Planning consultations

None.

b. Planning decisions made by East Northamptonshire Council

It was noted that planning consent had been granted in the case of:

16/02125/FUL	Demolition of single storey extension and new extension 19 Cleburne Close
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c. Raunds Neighbourhood Plan

It was noted that the Reg. 16 consultation is in progress.

d. Ringstead Quarry (16.00055.MINNMA)

It was noted that the planning application had been approved.

177. ANNUAL PARISH MEETING/STANWICK SHOWCASE

It was noted that the date would be 20th April 2017.

178. STANWICK NEIGHBOURHOOD PLAN

It was noted that the responses to the Reg 16 consultation had been processed by East Northamptonshire Council and that the plan was due to be examined by the independent examiner.

179. COMMUNITY SAFETY ISSUES

a. Current community safety issues including damage to vegetation

Recent incidents were noted.

b. Altercation at Stanwick Recreation Ground (Minute 144 vi refers)

It was noted that the party involved had been given two opportunities by the council to present their version of events. It was agreed that should any member of the public be in a situation where they feel threatened or unsafe, they should inform the police when they are able to do so.

It was also noted that the Council should request an update on the proposed alterations for the club house.

c. Neighbourhood Watch street signs for existing and new roads in the scheme

It was proposed and

RESOLVED

That if new or replacement signs are required, the Council will purchase metal signs, the present cost being £14.00 per sign.

d. Double yellow line enforcement

It was noted that Parking Enforcement at Northamptonshire County Council had requested a 'village timetable' so that they could effectively deploy their limited resources.

It was noted that the existing yellow lines were in a poor state. The Parish Council will request that they are re-painted.

e. HGV movements for Darcie Park

It was noted HGVs travelling to and from Darcie Park (Darsdale) had been passing through Stanwick. This had been reported to East Northamptonshire Council Planning Enforcement.

f. Stanwick crime statistics

An email from the Police & Crime Commissioner was received and the contents noted.

180. GROUNDS MAINTENANCE

a. S136 Urban Highway Mowing agreement for 2017

It was proposed and

RESOLVED

That the Parish Council should enter into a S136 Agreement for the cutting of county verges for 2017.

b. Minutes of the grounds maintenance consortium meeting 14/12/16

The contents of the Minutes were noted.

c. Operational inspection report for the play equipment

It was noted that the Clerk had completed the quarterly operational inspection of the equipment in the play area of the recreation ground. The 'Free-rider' was subject to a product recall due to a faulty securing pin. HAGS SMP had sent a technician to remove the seat until the replacement part is available.

d. Memorial gardens

Further to Minute 153 (Nov 2016) it was noted that the Clerk had purchased and planted bulbs and plants.

e. Personnel changes at East Northamptonshire Council

It was noted that two key personal involved in the administrating of the grounds maintenance contract would be leaving East Northamptonshire Council shortly. The Parish Council contributes as part of the monthly costs to the remuneration of contract supervisor. The Clerk has emailed East Northamptonshire Council expressing concern has to how the supervisory role will be filled and how quickly.

181. ALLOTMENTS

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

The Minutes were noted.

b. Proposal for rent collection/sharing admin responsibilities

A proposal was received from the Stanwick Allotment Society outlining how some admin responsibilities could be delegated to them. Following a lengthy discussion, it was proposed and

RESOLVED

That given the tenants voted against devolving management responsibilities in November 2016, it was not appropriate to delegate any administration functions at this time.

c. Risk assessment & Health and Safety at the community garden

Further to the earlier discussion under 175 c above, it was proposed and

RESOLVED

That the Council would seek to arrange 'tools' training for the community garden group.

That the Council would have a meeting with the Community Garden committee to discuss the Council's expectations of the group from a Health and Safety perspective.

182. POCKET PARK NAME SIGNS

A request was received from Stanwick Pocket Park Group, asking to place signs on the perimeter fence. It was proposed and

RESOLVED

That the Parish Council did not object.

183. HIGHWAYS

a. Parish Gangs work list

Works that could be requested were considered. It was suggested that the black lettering on the directional posts be replaced with painted lettering.

b. Proposed extension to 30 mph zones

Proposals to extend the 30 mph zone on Higham Road to include the entrance to Hall Farm were considered. It was proposed and

RESOLVED

The Parish Council does not object.

184. VILLAGE OF THE YEAR COMPETITION 2017

The Parish Council will not enter the competition this year.

185. CORRESPONDENCE RECEIVED

The list that forms appendix B was received.

186. NEXT SCHEDULED MEETING

The next scheduled meeting will be on 16th March 2017. No items were identified for future agendas.

Meeting closed at 8.59 p.m.

Chairman

Power of General Competence adopted 19th November 2015

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

Cheque no	Detail	Amount

Schedule of payments presented for payment at the meeting

Cheque no	Detail	Amount
000593	James Michel – to paint parish office	£180.00
000594	Office Depot Ltd - stationery	£87.54
000595	East Northamptonshire Council - grounds maintenance Nov 16	£2374.26
000596	East Northamptonshire Council - cleansing Nov 16	£16.01
000597	Open Spaces Society - subscription	£45.00
000598	J Hodgson - office costs	£504.89
000599	Stanwick Village Hall Trust - Jan room hire	£18.00

The above payments were approved _____ Chairman
19th Jan 2017

For information (Financial Regulation 6.5 & 6.6)

Date		Detail	Amount
02.01.17	STD	Stanwick Village Hall Trust - office rent	£200.00
09.01.17	STD	NCC Pensions	£443.96
12.01.17	DDM	E-on	£11.35
13.01.17	DDM	Public Works Loan Board – loan payments	£2381.99
17.01.17	DDM	Anglian Water	£5.00

Receipts:

Date	Detail	Amount
16.12.16	HMRC - Vat	£323.71
10.01.17	Cash from Christmas Fayre	£6.50
18.01.17	Co-operative Funeral Services	£490.00

Reports and Correspondence Received

1. Email: November's news from my county council (circulated to councillors)
2. Email: NCC consultation re Whitefriars School
3. Email: Notification of training opportunity 'fight against cold homes'
4. Email: NCC consultation Wootton Library times
5. Email: details of 'Enhancing road safety event' held by Inside Government
6. Email: invitation to conference on tackling air pollution
7. Email: Holocaust Memorial Day information (circulated to councillors)
8. Email: NCALC training courses 2017 (circulated to councillors)
9. Email: NCALC eUpdate Nov/Dec16 (circulated to councillors)
10. Email: Northamptonshire Highways and Transport Newsletter Autumn 2016 (circulated to councillors)
11. Email: ENC agenda and papers
12. Email: My community weekly digest (circulated to councillors)
13. Email: ENC response to BT consultation for removal of the phone box (circulated to councillors)
14. Email: Pension Fund Strategy consultation (circulated to councillors)
15. Email: NCC consultations: Reconfiguration and recommissioning of services for the treatment and recovery of drug and alcohol addictions
16. Email: Northamptonshire Fire and Rescue Service public consultation on their draft Community Protection Plan (circulated to councillors)
17. Email: ACRE re smart meter roll out
18. Email: NCC consultation - budget & Council plan (circulated to councillors)
19. Email: National Allotment Society e-newsletter
20. Email: My community weekly digest
21. Email: NCC – Children's centre service consultation
22. Northants CPRE Countryside Design Guide (link emailed to councillors)
23. Email: NCALC re precepts for 2017-2018 (circulated to councillors)
24. Email: newsletter from Parish Online
25. Email: NCC draft budget and council plan published (circulated to councillors)
26. Email: conference invitation from Inside Government re Tackling flood strategy
27. Email: conference invitation from Inside Government re infrastructure projects
28. Email: NCC consultation – adult social care
29. Email: Rushden TC civic event details for 17th Feb
30. Email: My Community Fortnightly digest (circulated to councillors)
31. Email: details of works to A45 at Rushden Lakes (circulated to councillors)
32. Email: NCC consultation: proposed modifications to the Mineral & Waste Local Plan
33. Email: Copy of T Pursglove MP's letter to ENC re Warth Park expansion (circulated to councillors)
34. Email: ENC agenda and papers for meeting Jan 2017