

MINUTES OF STANWICK PARISH COUNCIL HELD ON

Date: 16th March 2017

Venue: Committee Room, Village Hall, Stanwick

Time: 7.15 p.m.

Present: Councillors:-
D Munday (in the chair)
S Glanville-Hughes
S Kitchener
M Partrick
G Roberts

198. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Peck.

199. RESIGNATION OF COUNCILLOR MICHEL

It was noted that Councillor Michel had resigned from the Council on the grounds of ill health. The statutory procedures will be followed to fill the casual vacancy created.

200. APPROVAL OF MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 16th February 2017 be approved as a correct record and signed by the Chairman.

201. DECLARATION OF INTEREST

Councillor Munday declared an interest in item 205c.

202. PUBLIC SPEAKING TIME

None.

203. REPORT FROM COUNTY COUNCILLOR HUGHES

None.

204. REPORT FROM DISTRICT COUNCILLOR HOWELL

Councillor Howell sent her apologies and provided a written report.

205. 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.

It was noted that E-on are increasing their 'deemed rates' for street lighting from 1st April 2017, from 14.40p per kWh to 15.75p per kWh.

It was noted that the Council had received a non-domestic 2017/18 rates bill for the cemetery. However due to the 'small business rate relief' the council is not required to make any payments.

ii. Report in relation to VAT

The claim of £518.69 has been received for January. A claim for February has been made.

iii. Report in relation to PAYE

All processes are being followed. The quarterly payment due 5th April has been prepared. The year-end processes have been completed.

It was noted that the Auto Enrolment procedures under the Pension Regulations have been completed.

iv. Grants received or given

None.

v. Amendments to the asset register

None required.

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 presented

It was proposed and

RESOLVED

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

c. Cemetery fees and Cemetery Rules and Regulations

Following consideration of the interment costs, it was proposed and

RESOLVED

That the cemetery fees remain unchanged.

The clerk recommended alterations to the cemetery rules to include the addition of the following paragraphs and to permit burials in coffin made of bio-degradable materials.

“Where the burial plot size of 8ft x 4ft is insufficient to accommodate the interment of a coffin, it will be necessary for the Exclusive Right of Burial to be purchased for two adjoining plots at full cost.

The Council will not be responsible or liable where a pre-purchased grave plot of 8ft by 4ft is insufficient to accommodate the interment of the coffin as the Exclusive Right of Burial will have been sold in the good faith that the plot size would be adequate.”

It was proposed and

RESOLVED

That the amendments to the Cemetery Rules be approved.

d. Rent for pitch for 2017-18

After considering the amount of rent charged to Stanwick Rover Football Club for the past few years it was proposed and

RESOLVED

That the annual rent for 2017-18 be increased by £5.00 to £125.00.

e. Updated ‘lone worker policy’ and ‘home working policy’

It was proposed and

RESOLVED

That revised and updated Lone Worker and Home Working policies be adopted with immediate effect.

f. Internal control for 2016-2017

The Clerk reminded the Council of the requirements of ‘internal control’ as prescribed in law. It was proposed and

RESOLVED

That the Council is satisfied that its internal control has been effective for the year ending 31st March 2017.

g. Cheque signatory

It was proposed and

RESOLVED

That Councillor Michel be removed as a cheque signatory and Councillor Graham Roberts be appointed as a cheque signatory.

h. Review of capital reserves

The level of the capital reserve funds and their purpose was considered.

i. Application to Awards for All for fitness equipment

It was hoped that a positive decision would be received from 'Awards for All' soon.

206. Planning Matters

a. Planning consultations

17/00266/FUL Proposed Distribution Centre (B8 Use Class) together with ancillary offices, parking, servicing & site landscaping at West End Land North of Brick Kiln Road

After consideration of the planning documents available and further discussions it was proposed and

RESOLVED

That the following response be sent to East Northamptonshire Council

The Parish Council has considered this application and has resolved to object.

The Council objects on the basis that the supporting documents do not take sufficient account of the believed archaeological remains that the construction process will destroy. The Council would request that full archaeological surveys are undertaken as part of the pre-development works.

The Council is concerned that the single road access for commercial and domestic traffic through the residential area will present a danger for residents.

17/00337/FUL Construction of a small, single storey building that demonstrates a variety of traditional building techniques and materials and when completed to be used as educational showcase for demonstrating historic building methods at Stanwick Lakes

After consideration of the planning documents available and further discussions it was proposed and

RESOLVED

That the following response be sent to East Northamptonshire Council

The Parish Council does not object to the application.

b. Planning decisions made by East Northamptonshire Council

Consent granted:

16/02334/FUL	Demolition and rebuilding of garage to side of dwelling with ancillary accommodation over at 18 Raunds Road.
16/01907/FUL	Demolition of existing single storey side extension and rear porch. Erection of a part two storey, and part single storey east side extension. Installation of first floor window to west side elevation. At 12 High Street
16/02309/FUL	Two storey extension The Woodhouse 29 Grange Road

Application withdrawn

16/01474/VAR	Removal of conditions 16, 25 & 26 re code for sustainable homes at Darsdale farm site
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207. COMMUNITY SAFETY ISSUES

a. Current issues

Current issues were noted.

b. Community Speedwatch 2017-18

It was proposed and

RESOLVED

That the Parish Council would sponsor the scheme for 2017-18

c. 'No ball games' sign for the play area

Following a verbal request from a resident for a 'no ball game' sign within the play area at the recreation ground it proposed and

RESOLVED

That two signs be commissioned to be fixed on the boundary fence at the rear of the play area.

d. Road safety funding opportunity

The Council was advised of a crowdfunding scheme for road safety funding. It was agreed that the Council would not utilise the scheme.

208. Grounds Maintenance

a. Damage caused by storm Doris

It was noted that the Wellingtonia had lost a limb in the storm and a further branch had become detached but caught in the canopy. The area was cordoned off until a tree surgeon had removed the branch.

b. Dog waste bin near the gate to Parish Fields

A suggestion had come forward from the Parish Fields Forum for a dog waste bin to be installed on Raunds Road. It was proposed and

RESOLVED

That the Clerk would write to nearby properties to ascertain whether there would be any objections. Providing no objections are received, the Clerk will make an application to East Northamptonshire Council for the provision of a bin.

209. ALLOTMENTS & COMMUNITY GARDEN

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

Noted.

b. Allotment rents for the year 2018-19

It was proposed and

RESOLVED

That the allotment rent for the 2018-19 will be £30.00 for a full size plot and £15.00 for a half size plot.

c. Application for a poly tunnel 20ft by 12ft

It was noted that an allotment holder had requested permission to put up a poly tunnel larger than the permitted structures in the rules. It was proposed and

RESOLVED

That the Council would not make an exception to the Rules to permit a larger structure. However at the earliest opportunity the Council will review the terms of clause 19.3 (b) which specifies permitted structure sizes, particularly with a view to determine whether there should be different criteria for full and half size allotments.

d. Toilet at the community garden

It was proposed and

RESOLVED

That the Clerk should initiate a project for the installation of a toilet at the community garden and to seek funding as appropriate.

e. First aid training

After considering the Council's duties and responsibilities for the community garden and benefits for the wider community, it was proposed and

RESOLVED

That the Council would provide first aid training up to a cost of £500.00.

f. Allotment Site Inspection 11th March 2017

It was noted that five councillors and the Clerk had undertaken a site inspection. The allotment plots are in a good condition. However the Council considers it necessary to raise an issue with plot 10.

210. YOUTH COUNCIL

It was noted that the Stanwick Parish Plan included an action point to improve engagement with the under 25 age group. It was proposed and

RESOLVED

That a processes of establishing a youth council/forum should be instigated.

211. COUNCIL APP

Further to Minute 191 (February 2017) it was proposed and

RESOLVED

That the Council would be the trial partner for the Council App.

212. ANNUAL NEWS LETTER

A draft of the newsletter had been circulated to all councillors prior to the meeting. It was proposed and

RESOLVED

That the newsletter should be printed and delivered.

213. SCHEDULE OF TRAINING COMPLETED 2016-17

The schedule the forms Appendix B was received and noted.

214. MINUTES FROM THE RINGSTEAD QUARRY LIAISON GROUP MEETING

The Minutes were noted.

215. LIST OF CORRESPONDENCE RECEIVED

The list that forms Appendix C was received.

216. NEXT SCHEDULED MEETING

The next scheduled meeting will be on 18th May 2017. No items were identified for future agendas.

Meeting closed at 9.00 p.m.

Chairman

Appendix A

Power of General Competence adopted 19th 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
000608	East Northamptonshire Council – grounds maintenance Jan 16	£1238.27
000609	East Northamptonshire Council Cleansing services Jan 17	£16.28
000610	Ray Richardson Ltd – Extension to water supply at the allotment site	£1692.00
000611	Stanwick Village Hall Trust - March room hire	£18.00
000612	K Guilfoyle – return of allotment deposit, plot 9	£30.00
000613	Alchemy Tree Surgery – Wellingtonia post storm Doris	£280.00
000614	Alchemy Tree Surgery – remove & disposal ash die back on Raunds Road	£50.00
000615	HMRC – quarterly payment of tax & NI	£861.08
000616	J Hodgson – travel costs to conference/course	£85.50
000617	Cash	45.00
000618	Northants CALC – G Roberts training	29.00

The above payments were approved _____ Chairman
16th Mar 2017

For information (Financial Regulation 6.5 & 6.6)

Date		Detail	Amount
28.02.17	DDM	BT Business	£62.36
02.03.17	STD	Stanwick Village Hall Trust - office rent	£200.00
09.03.17	STD	NCC Pensions	£443.96
12.03.17	DDM	E-on	£10.26
15.03.17	DDM	Anglian Water	£5.00

Receipts:

Date	Detail	Amount
17.02.17	HMRC - Vat	£518.69
09.03.17	RGR Memorials	£70.00
09.03.17	Allotment rent	£15.00
15.03.17	Stanwick Race Group	£7.75

Appendix B

Schedule of training undertaken 2016/17

Name	Date of training	Training details	Provider
J Hodgson	14/06/16	Planning Appeals	NCALC
J Hodgson	10/09/16	Playground inspection course	NACRE
D Munday	20/09/16	DPA & FOI	NCALC
D Munday	03/11/16	Chairing meetings	ENC
J Hodgson	09/11/16	Pay roll systems	HMRC webinar
J Hodgson	23/11/16	Neighbourhood Plan Forum	Locality
J Hodgson	28/11/16	Expenses and Benefits	HMRC webinar
J Hodgson	30/11/16	Risk Assessment	NCALC
S Glanville-Hughes	30/11/16	Risk Assessment	NCALC
J Hodgson	26/01/17	PR	Media Trust
J Hodgson	9/02/17	Marketing	Media Trust
J Hodgson	23/24 Feb 17	Practitioners conference	SLCC
J Hodgson	2/03/17	What's changed for 2017	HMRC webinar
J Hodgson	06.03.17	Pay rolling benefits in kind	HMRC webinar
G Roberts	13/03/17	Playground Management	NCALC
J Hodgson	13.03.17	Year end tasks	HMRC webinar
J Hodgson	14/03/17	Social Media	Media Trust
J Hodgson	16/03/17	SLCC branch conference	SLCC

Reports and Correspondence Received

1. Email: VIN Countywide ebrief January 2017.
2. Email: JAG East Northants Central notes to meeting 20th January 17
3. Email: 2017 Litter Hero Awards (circulated to councillors)
4. Email: notification of road closure at Spratton
5. Email: Weather alert 25/01/17
6. Email: **Shared Cost Additional Voluntary Contributions and Salary Sacrifice**
7. Email: NCALC Friday round-up (circulated to councillors)
8. Email: A45 Rushden lakes Traffic management bulletin
9. Email: invitation to E-on webinar
10. Email: invitation to Women in Local Government conference.
11. Email: NCALC eUpdate (circulated to councillors)
12. Email: A45 Rushden lakes Traffic management bulletin
13. Email: My community fortnightly digest (circulated to councillors)
14. Email: Open spaces eZine (circulated to councillors)
15. Email: Februarys news from my county council (circulated to councillors)
16. Email: NCC consultation re 'prioritisation framework and process'
17. Email: Emergency response briefing following Quebec attacks
18. Email: Call for development sites submission (circulated to councillors)
19. Email: details of VIN conference
20. Email: My Community Fortnightly Digest
21. Email: advance notice of road closure (circulated to councillors)
22. Email: NCC consultation 30 Hours Free Childcare - Parental Demand Survey
23. Email: Details of ENC funding fair
24. Email: details of BBC grant funding availability
25. Email: A45 Rushden lakes Traffic management bulletin
26. Email: Detail of Local Access Forum (circulated to councillors)
27. Email My community fortnightly digest (circulated to councillors)
28. Email: NCC consultation on priority setting (circulated to councillors)
29. Email: A45 Rushden lakes Traffic management bulletin
30. Email: Open Space Society e newsletter (circulated to councillors)
31. Email: NCC consultation re land transfer in Rushden
32. Email: ENC Joint Standards Complaints Committee meeting papers
33. Email: Details of CPRE roadshow (circulated to councillors)