

# MINUTES OF STANWICK PARISH COUNCIL HELD ON

**Date:** 22nd September 2016  
**Venue:** Committee Room, Village Hall, Stanwick  
**Time:** 7.15 p.m.  
**Present:** Councillors:-  
A Michel (in the chair)  
S Glanville-Hughes  
S Kitchener  
D Munday  
M Partrick  
N Peck  
G Roberts

## **97. APOLOGIES FOR ABSENCE**

None.

## **98. APPROVAL OF MINUTES**

It was proposed and

### **RESOLVED**

That the Minutes of the Council Meeting held 15<sup>th</sup> September 2016 be approved as a correct record and signed by the Chairman.

## **99. DECLARATION OF INTEREST**

None.

## **100. PUBLIC SPEAKING TIME**

None.

## **101. FINANCIAL MATTERS**

### **a. Grant application towards maintenance of the church clock**

It was noted that an application for funding towards the maintenance of the church clock had been received. The Council has authority to contribute towards the maintenance of a public clock by virtue of the Parish Council Act 1957 s2. The Councils grant rules were considered.

It was proposed and

### **RESOLVED**

That a grant of £400.00 be made towards the maintenance of the church clock towards a total cost of £841.50.

**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. Rent for the Shant room on a long term let basis**

Further to Minute 143 (January 2016) the council was asked to consider an acceptable level of rent costs for office space. The costs for renting office space at Raunds Town Council and sites in Higham Ferrers and Rushden were discussed. It was proposed and

**RESOLVED**

That the council would suggested a rent of £200.00 per calendar month to include all electricity, heating, lighting and broadband.

That the Clerk should put together a schedule of other expected costs for setting up a parish office.

**d. ENC & NCC empowerment fund**

The Council will consider applying to the empowerment fund for a contribution toward the allotment water supply of the project proceeds.

It was noted that village community groups had been made aware of the funds.

**102. PLANNING CONSULTATIONS**

**16/01672/FUL      Single storey side extension & installation of new bay window to the front of property at 10 Higham 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 does not have any objections. This decision is made on the assumption there are no objections from adjoining properties and that the materials are sympathetic to the existing.

**103. FITNESS EQUIPMENT AT THE RECREATION GROUND & SKILLS WALL & YOUTH SHELTER**

Further to Minute 131 (December 2015) quotes for outdoor fitness equipment were received from Creative Play, HAGS SMP and Proludic.

It was proposed and

**RESOLVED**

That the quote from HAGS SMP at £10,000.00 be accepted on the basis of price and the fact they are a known supplier.

That the Clerk should apply to Awards for All for a £10,000.00 grant.

Further to Minute 54i (July 2016) quotes for a skills wall and youth shelter were considered from Caloo/Monster Play, HAGS SMP and Sutcliffe Play.

It was proposed and

**RESOLVED**

That Caloo is the preferred supplier at £14995.00 and the project should proceed subject to the application for funding to the Communities Facilities Fund being successful. Caloo offer a shelter with solar lighting and a more interactive sports wall.

**104. REPRESENTATIVE FOR NCALC AGM**

It was proposed and

**RESOLVED**

That Councillor Munday represent the Council and vote on the Councils behalf at the NCALC AGM.

**105. ALLOTMENTS & COMMUNITY GARDEN**

**a. To consider initiating the process for the site to become self-managing**

It was proposed and

**RESOLVED**

That the Council should begin to look into how the allotment site could be transferred to a self-management process.

**b. Current lettings status**

It was noted that all plots were let. The full size plots number 15 and 16 have been divided to create three new half size plots, avoiding the 'road' section.

**c. Extension the water infrastructure to the Community Garden**

It was proposed and

**RESOLVED**

That the Clerk should obtain quotes to install a water supply to plots 14, 17, 18, 19 & 26 and to the community garden.

**d. Minutes from the Allotment Society Meetings & Community Garden Meetings**

The Minutes together with those from the Allotment Society AGM were noted.

**e. Parish Fields Forum meeting**

It was noted that following the joint meeting on 3<sup>rd</sup> September it had been agreed to establish a Parish Fields Forum whereby the Parish Council, Pocket Park, Community Garden and Allotment Society would send three representatives. The forum will meet twice a year and discuss issues relevant to Parish Fields. The next meeting will be in February 2017.

It was proposed and

**RESOLVED**

That Mr Mission be instructed to clear a section of vegetation on the Raunds Road verge to improve the sight lines of drivers exiting the allotment car park.

The maintenance of the area around the car park will be considered in the spring.

**f. East Midlands Allotment Managers Forum**

It was proposed and

**RESOLVED**

That the Clerk would attend the meeting on behalf of the Council. The Council will pay travel costs at the standard HMRC rate to the Clerk.

**g. Allotment inspection**

It was agreed that the inspection would take place on 22<sup>nd</sup> October, weather permitting.

**106. PLAY AREA INSPECTION PROTOCOL & OPERATIONAL REPORT**

It was noted that following a training session on playground inspections, the Clerk had formalised procedures into a protocol for clarity. In accordance with the protocol, the first quarterly inspection report was circulated to councillors. It was proposed and

**RESOLVED**

That the protocol that forms Appendix B be adopted with immediate effect and that the operational inspection report for September 2016 be noted.

**107. PROPOSAL FOR THE ADDITION OF DOUBLE YELLOW LINES**

Further to the meeting held 25<sup>th</sup> August 2016, a proposal from Northamptonshire County Council for double yellow lines on Raunds Road was received. It was noted that the proposal included double yellow lines around the ‘bund’ on Spencer Parade. It was proposed and

**RESOLVED**

That the following observations should be put to Northamptonshire County Council:

The Parish Council would like to consult local businesses and St Laurence Church on the proposal, together with 3 properties on Raunds Road

The Council would like to ensure funerals are not adversely affected.

The layby in front of the village hall must remain free of double yellow lines.

The bus zone on the map in front of the village hall is in the wrong place.

After a vote by show of hands, the council voted in favour (4:3) of the double yellow lines around the bund.

**108. BOLLARDS ON CHURCH STREET**

Further to Minute 73c and consideration of the public comment to the proposal to install bollards in the interest of pedestrian safety, it was proposed and

**RESOLVED**

That the Parish Council should request a quote and design from Northamptonshire County Council.

**109. HIGHWAYS LIAISON MANAGERS COMMENTS**

The Highways Managers emailed comments to the meeting on the 25<sup>th</sup> August were noted.

**110. RESULTS FROM COMMUNITY SPEED WATCH**

It was noted that volunteers have been using the camera over three separate weeks (8<sup>th</sup> – 12<sup>th</sup> August, 22<sup>nd</sup> – 26<sup>th</sup> August & 5<sup>th</sup> September - 9<sup>th</sup> September)

Week 1: 39 vehicles. Top speed 46 mph

Week 2: 55 vehicles. Top speed 47 mph

Week 3: 41 vehicles recorded. Top speed 44 mph

It was noted that the police will be doing further monitoring.

**111. VILLAGE OF THE YEAR FEEDBACK**

The judge's feedback was noted.

**112. WORKS AT MALLOWS GRANGE**

Following a request from a home owner the clerk had inspected trees that are overhanging his garage. It was proposed and

**RESOLVED**

That the Clerk should visit the site with a tree surgeon and identified works should be carried out.

**113. PATHFINDER 2 FLOOD RESILIENCE PROJECT**

The Council was advised of the project.

**114. CHRISTMAS FESTIVAL**

It was proposed and

**RESOLVED**

That the Parish Council would pay for the publicity for the Community Christmas Festival.

The Parish Council will sponsor the Christmas tree competition and prize of £30.00 to the winning organisation.

Cllr Kitchener will represent the Council on the organising group.

**115. NEXT SCHEDULED MEETING & FUTURE AGENDA ITEMS**

The next scheduled meeting will be on 17<sup>th</sup> November 2016. It was requested that the church will be added to the next agenda.

Meeting closed at 8.55 p.m.

**Chairman**

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

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

<b>Cheque no</b>	<b>Detail</b>	<b>Amount</b>
	None	

## Schedule of payments presented for payment at the meeting

<b>Cheque no</b>	<b>Detail</b>	<b>Amount</b>
000554	East Northamptonshire Council Grounds maintenance Aug 16	£2707.08
000555	East Northamptonshire Council Associated Services Aug 16	£16.01
000556	East Northamptonshire Council printing Neighbourhood Plan	£113.29
000557	Whitehill Direct Ltd notice board	£1146.00
000558	Mr Mission various	£720.00

The above payments were approved \_\_\_\_\_ Chairman  
22nd Sept 2016

## For information (Financial Regulation 6.5 &amp; 6.6)

<b>Date</b>	<b>Detail</b>	<b>Amount</b>

## Receipts:

<b>Date</b>	<b>Detail</b>	<b>Amount</b>
20.09.16	A Abbots Interment	£290.00
22.09.16	HMRC	£587.56

**Playground inspection protocol for Stanwick Recreation Ground**

Weekly:

On a weekly basis a visual inspection will be carried out, to include:

- All sides and surfaces of play equipment
- Ancillary items i.e. seating
- Perimeter area
- Surfacing

The aim is to identify damage/breakages and broken glass.

If there is glass that can be removed without injury, it should be removed and disposed of. If the issue is extensive, it may be appropriate to get contractors in to clear up. The area should be made safe in the meantime.

At times of high usage, a frequency greater than weekly may be required.

Where a piece of equipment has been damaged:

- the nature of the issue should be identified
- The severity of the issue should be identified
- The course of action should be identified

Where it is deemed that immediate action should be taken, this should be arranged by the Clerk in consultation with the Chairman and reported to the Council at the next available meeting.

If appropriate, the police be informed and an incident number obtained.

A record of the visual inspection together with issues identified/rectified will be made for future reference.

Quarterly:

In the months of September, January, April and June an operational inspection will take place.

- All items of equipment and ancillary items will be tested thoroughly using force and weight.
- Attention will be paid to the links of swing items (NB once the links show 40% wear, they should be replaced within 3 months)
- The person inspecting the play area will have a copy of the previous inspection report to refer to.
- Where issues are identified:
  - the nature of the issue should be identified
  - The severity of the issue should be identified
  - The course of action should be identified

An operational inspection report will be created and should be presented to the council at the next available meeting. The council will determine the action to be taken.

Where it is deemed that immediate action should be taken, this should be arranged by the Clerk in consultation with the Chairman and reported to the Council at the next available meeting.

The report will be kept as an audit trail for future reference.

Annually:

The Council will commission an independent inspection of the equipment.

The report will be presented to the Council at the next available meeting and the council will determine the action to be taken.

The report will be compared to the operational report to determine whether there are any significant variances.

The annual report will be retained as part of the audit trail.

New equipment:

For all new equipment installations, a post installation inspection report by an independent inspector will be commissioned and retained.