

MINUTES OF STANWICK PARISH COUNCIL HELD ON

Date: 20th July 2017

Venue: Committee Room, Village Hall, Stanwick

Time: 7.15 p.m.

Present: Councillors:-
N Peck
T Chinery
S Glanville-Hughes
S Kitchener
D Munday
G Roberts

17-56 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Partrick. It was proposed and

RESOLVED

That the reason for absence be approved.

17-57 APPROVAL OF MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 22nd June 2017 be approved as a correct record and signed by the Chairman.

17-58 DECLARATION OF INTEREST

None.

17-59 PUBLIC SPEAKING TIME

A member of the public apologised to the council for his actions towards the Clerk following the Council meeting on 22nd June. He acknowledged that the original approach to the Council should have been in writing as this could have avoided the misunderstanding upon which the Council's decision had been made in April.

A resident welcomed the Council's new parking leaflet scheme and requested that the flower planters on the corner of High Street and Spencer Parade be moved to prevent cars from parking on the bund in the interests of pedestrian safety.

A resident requested that the small area of allotments (owned by the Peterborough Diocese) at the east end of the village be recognised as Local Green Space to protect the area from future development.

17-60 'NO PARKING' SIGN AT MALLOWS GRANGE

Further to Minute 17.40, correspondence received and public speaking time, following the request of two councillors, it was agreed to hold a meeting on 27th July to make a resolution on the question "should the 'no parking sign' at MalloWS Grange be removed."

17-61 STANWICK NEIGHBOURHOOD PLAN

The Council was very pleased to note that there were 759 votes in favour and 20 votes against the proposal "Do you want East Northamptonshire Council to use the Neighbourhood Plan for Stanwick to help decide planning applications in the Neighbourhood Development Plan area?"

There was a 51.1% turn out for the vote.

It was noted that East Northamptonshire Council had considered the Referendum result at its meeting on 17th July 2017 and the Stanwick Neighbourhood Plan had been 'made'.

17-62 REPORTS FROM COUNTY CLLR HUGHES & DISTRICT CLLR HOWELL

Cllr Howell said that Stanwick had done an amazing job in achieving the Neighbourhood Plan and the Referendum result. She spoke about the development at Rushden Lakes and work that was being done to improve the bus services including looking at a Sunday bus service that would pass through Stanwick.

Cllr Hughes spoke about his new role as Chairman of the County Council and the activities he had been involved in.

17-63 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.

ii. Report in relation to VAT

The claim of £2085.19 has been submitted at 30th June.

iii. Report in relation to PAYE

The first quarter's payment of tax and national insurance has been paid.

iv. Grants received or given

Further to the June meeting, the cheque for the grant to the village hall has been prepared for payment

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. To approve for payment the 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. Hourly rate for use of the committee room and main hall

It was noted that the hourly hire rate is increasing by 50p per hour from September 2017.

d. Internal Auditor Report

The report from the Internal Auditor was received and noted. The Clerk was thanked for all her hard work.

e. Grant application from the Stop Warth Park III group

A grant application for £3000.00 was received from the group. After considering the issues pertaining to the legal challenge, it was proposed and

RESOLVED

That a grant would not be made to the Stop Warth Park III Group.

17-64 PLANNING MATTERS

a. Planning consultations

17/01294/FUL Proposed new detached bungalow on part of site currently 2 St Laurence Way. Demolish existing single storey garage with replacement pair of single garages, one to serve each property and widen existing access and off road parking at 2 St Laurence Way

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 objects to this proposal.

This is a garden development and as such should be resisted.

The estate was designed and built to have green buffers on the corners of the junctions. These add a sense of space to the estate and are integral to the character of the area. To place a dwelling at this location would be contrary to Stanwick Neighbourhood Plan policy HDN1.

In addition, the setting of the first property in each road, by being set back, affords visibility and junction safety for road users. On this particular plot, the setting of 2 St Laurence Way is crucial as it is on a blind bend. Placing a property on the garden would mean traffic exiting St Laurence Way would not be able to see on-coming traffic.

The development would aggravated existing parking and traffic problems adversely affecting the amenity of local residents.

17/01147/FUL Change of use to menage with associated lighting and fencing and modifications to fence/gate at The Haybarn, Hall Farm. 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 object to this application subject to the comments below.

The Parish Council is concerned that the application does not appear to give due consideration to the potential impact of the proposals on the two listed buildings nearby and the possible harm that could be caused to their setting (Stanwick Hall and Dove House).

The flood lighting should meet the recommendations of the ‘Campaign for Dark Skies’. The use of the floodlights should be restricted to the hours of 06.00 to 22.00 to ensure there is no loss of amenity to adjacent dwellings.

Similarly the Council would like to see a restriction on loud music, if for example, the facility is to be used for dressage, again to prevent the loss of amenity to adjacent dwellings.

The facility should not be used for commercial purposes and that a condition should be imposed to ensure it is for private use of the household only.

This decision is made on the assumption that there are no objections from adjacent properties.

b. Planning decisions made by East Northamptonshire Council

Consent granted:

17/01013/FUL	Single storey, pitched roof extension to side of property at 10 West Street
17/00964/FUL	Conversion of garage to wet room, remove garage door, install window with brick surround, tile floor and walls, install shower, disabled toilet and basin at 16 Courtman Road
17/00738/FUL	Replacement of a single storey conservatory to the rear of the property at 7 Needham Road
17/00693/FUL	Demolition of existing storage structure and erection of a single storey bin store and storage area (retrospective) and the creation of a landscaped seating area including pizza oven at The Duke Of Wellington

c. Protection of open spaces

Following a request from a resident as to whether areas not identified in the Neighbourhood Plan could be designated ‘local green space’ it was noted that there may be scope within the Local Plan 2, currently being prepared by East Northamptonshire Council. The Clerk would discuss the matter with the planning policy officer.

17-65 COMMUNITY SAFETY ISSUES

a. Current issues

None.

b. Police & Crime Plan 2017-2021

The Plan produced by the Police & Crime Commissioner was noted.

c. Spencer Parade footway - narrowed by street lamp columns

It was noted that the presence of lamp columns was preventing mobility scooters being able to reach the centre of the village. More detailed information will be obtained and the matter raised with Northamptonshire County Council Highways.

d. Future governance of the Fire Service

It was noted that the Police & Crime Commissioner had issued a consultation suggesting that his role be extended to encompass that of the Fire Service. It was proposed and

RESOLVED

The Parish Council would not issue a response to the consultation, however Councillors are welcome to respond to the consultation as individuals.

e. Junction of Dolben Avenue and Mansfield Street with reference to vehicular access

It was noted that parked cars on the junctions of Mansfield Street and Dolben Avenue was making access difficult and there was particular concern as to how emergency vehicles would get through. The situation where an accident blocking the junction of Dolben Avenue and West Street, thereby preventing access to the estate was also discussed.

There was a discussion on the viability of using Green Lane as an alternative access route for emergency vehicles.

f. Fly-tipping on Higham Road

Following a request from a resident the procedures for reporting fly-tipping was discussed. It was noted that Cllr Howell should be made aware of any problems with the Waste Management department and the collection of fly-tipping.

g. Guidelines for use of the parking leaflet

Further to Minute 17.52 the guidelines for using the leaflet were approved.

17-66 GROUNDS MAINTENANCE

a. Supervision of the contract

The Clerk advised that as part of the Consortium arrangements, the Parish Council paid for 'supervision' of the contract. The Clerk expressed concern that since a re-organisation within East Northamptonshire Council and how the contract was being managed, the standard of supervision had slipped and was not providing the level of service the council had previously been used to.

b. Complaint regarding grass cutting at Mallows Grange

The content of a complaint and the Clerks response were noted.

c. Trees on to Spencer Parade

It was proposed and

RESOLVED

That the Clerk should instruct work to lift the lower branches to a height of 2m.

17-67 ALLOTMENTS

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

The Minutes were noted.

b. Future governance arrangements for the community garden

Following a discussion about the insurance arrangements for the community garden group, it was proposed and

RESOLVED

That the Clerk should obtain insurance quotes for the group with a view to the council making an annual grant to the group for them to arrange their own insurance.

c. Cultivation issues

The Clerk reported on action taken with regard to plots that were not meeting the requirements of the tenancy. The Clerk advised that as Allotment Manager she would be making fortnightly site inspections to monitor the situation.

d. Plot 14

A request was received from the tenant of plot 14 to permanent increase the size of the plot in include an area not allocated to any allotment. This would represent a 28% increase in the size of the plot. It was proposed and

RESOLVED

That the size of plot 14 be increased by 35 sq m and that the Tenancy Agreement be redrawn accordingly. An additional rental fee of £4.20 per annum would be due from April 2018 for the increased area. A pro-rata fee for 2017-2018 does not need to be paid.

17-68 Quintennial Report on St Laurence Church

The Council considered the sections of the report that relate to the grounds and the boundary of the church. It was proposed and

RESOLVED

That quotes should be obtained for a structural engineer to examine the boundary wall.

That tree 20 should be removed but the council would not plant a new tree as it was not known where the burials are located.

That a tree surgeon should examine tree 14 for recommendations on cutting back.

The Council would not re-erect any headstones.

It was also noted that with regard to recommendations:

5.1.3: the path was uneven due to the roots of the Wellingtonia and the only way to resolve the situation would be to sever the roots.

5.1.8 All the recommendations had already been completed.

5.8.14 The Wellingtonia trees by their nature shed branches and the Council called out a tree surgeon whenever this happened to check the health of the tree.

17-69 DOCUMENT RETENTION POLICY

It was proposed and

RESOLVED

That the policy document that forms Appendix B be adopted with immediate effect to replace the existing policy that is out of date.

17-70 LAMP COLUMNS ON GREEN LANE

It was agreed that the Council should obtain quotes for replacement lamp columns on Green Lane.

17-71 GAP IN PARISH FIELDS BOUNDARY (Raunds Road section)

It was agreed that no action would be taken.

17-72 LIST OF CORRESPONDENCE

The list that forms Appendix C was received.

17-73 NEXT MEETING

The next meeting will be on 27th July 2017. No items were identified for future agendas.

17-74 CLOSURE THE MEETING

It was proposed and

RESOLVED

That the meeting be closed to the public and press as the next item of business was of a confidential nature.

17-75 EXTENSION OF THE CEMETERY

Further to Minute 17.25 it was noted that the landowner had indicated he was prepared to discuss selling land for the extension. The Clerk was authorised to make an offer of an agreed sum.

Meeting closed 9.06 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
000650	Northants CALC – ‘Off to a flying start’ T Chinnery	£42.00
000651	Stanwick Village Hall Trust Room hire July 17	£18.00
000652	Office Depot (UK) Ltd Stationery	£37.26
000653	East Northamptonshire Council Cleansing Service May 17	£16.28
000654	East Northamptonshire Council grounds maintenance May 17	£2050.25
000655	Stanwick Village Hall Trust Grant (17.46)	£145.00
000656	Mayor’s Charity Acct (Rushden TC) tickets for chairman	£10.00
000657	Northants CALC - Chairmanship training NP & GR	£72.00
000658	D Pain – refund of overpayment on Cemetery fees	£20.00
000659	Greyhound Leisure Ltd – Wet pour repairs	£630.00

For information (Financial Regulation 6.5 & 6.6)

Date		Detail	Amount
30.06.17	DDM	BT Business	£52.81
01.07.17	STD	Stanwick Village Hall Trust - office rent	£200.00
09.07.17	STD	NCC pensions	£467.38
11.07.17	DDM	E-on	£12.01
11.07.17	DDM	Anglian Water – cemetery water rates	£5.00
13.07.17	DDM	Public Works Loan Board	£2365.92

Receipts:

Date	Detail	Amount
26/06/17	HMRC	£587.21
15/07/17	D Pain (cemetery)	£327.50

Stanwick Parish Council

Document Retention Policy

1. **Purpose:** Stanwick Parish Council requires a wide variety of documents for transacting its business and is committed to retaining these documents in a format and for periods of time that enables the Parish Council to meet its statutory obligations in respect of documents subject to legislation.

The document storage arrangements should:

- Ensure security of documents
 - Protect employees privacy
 - Facilitate access to information
 - Optimise the use of storage space
 - Be cost effective
 - Facilitate the destruction of redundant documents
2. **Scope:** This policy applies to users of Stanwick Parish Council information records, both paper and electronic, it includes councillors and employees.
 3. **Statutory Requirements:** Documents subject to a statutory period of retention are identified by their associated legislation in Annex A.
 4. **Security of Documents:** Stanwick Parish Council records are held in paper and/or electronic format. To minimise the risk of accidental loss of valuable records, masters or copies (as deemed appropriate) will be stored off site.
 5. **Employee's privacy:** The privacy of personnel records will be appropriately assured.
 6. **Availability and Access:** All records necessary to Stanwick Parish Council' business will be retained for a period of time that reasonably assures the availability of records needed.
 7. **Storage space and cost:** Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling the vast quantity of documents that would otherwise accumulate. Destruction of documents will be undertaken in accordance with the provisions of this policy to avoid any inference that a document was destroyed in anticipation of a problem.
 8. **Electronic storage:** Records maintained electronically will be subject to the same rules of retention and security as paper records.
 9. **Implementation of the Policy:** that Clerk will be responsible for the implementation of the policy.
 10. **Monitoring and Review:** the policy will be reviewed periodically to monitor its effectiveness.

Reports and Correspondence Received

1. Email: notification of new staff at NCALC
2. Email: details of the women's cycle tour
3. Email: Northants Emergency Planning team following the Manchester bomb attack (circulated to councillors)
4. Email: Northants CALC eUpdate (May/June) (circulated to councillors)
5. Email: Notification of changes to the organisational structure of the Rights of Way team
6. Email: Open Space Society Ezine and papers (circulated to councillors)
7. Letter re Flying the Red Ensign on Merchant Navy Day
8. Email: Letter from MOD re Armed Forces Day
9. Email: details of bus services to Rushden Lakes
10. Email: First for Wellbeing newsletter
11. Email: Nenescape newsletter (circulated to councillors)
12. Email: in Northamptonshire, newsletter from NCC (circulated to councillors)
13. Email: Summers newsletter from the National Allotment Society
14. Email: Commissioning Support for the Voluntary and Community Sector 2018-2021 Consultation
15. Email: Commissioning Healthwatch Northamptonshire 2018-2021 Consultation
16. Email: My Community Fortnightly Digest
17. Email: Notification of the adoption of the Mineral and Waste Plan (NCC)
18. Email: Joint Standards Complaints Committee agenda & papers
19. Email: Agenda and papers for ENC meeting 17/07/17 (circulated to councillors)
20. Email: Notification of closure of Higham Road 2/9/17 between 1830-2200. This is to allow for a charity run to take place
21. Email: Commissioning 0-19 years Public Health Nursing Services Consultation
22. Email: My Community Fortnightly Digest