

MINUTES OF STANWICK PARISH COUNCIL HELD ON

Date: 15th March 2018

Venue: Committee Room, Village Hall, Stanwick

Time: 7.15 p.m.

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

17.209 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Peck and Munday. It was proposed and

RESOLVED

That the reason for absence be approved.

17.210 APPROVAL OF MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 1st February 2018 be approved as a correct record and signed by the Chairman.

17.211 DECLARATION OF INTEREST

Councillors Chinery and Roberts declared an 'other' interest in item 17.216 k as members of the Bowls Club.

17.212 PUBLIC SPEAKING TIME

None.

17.213 REPORT FROM COUNTY COUNCILLOR HUGHES

None.

17.214 REPORT FROM DISTRICT COUNCILLOR HOWELL

Councillor Howell provided a written and verbal report.

17.215 CHURCH STREET ACCESS FOR LARGE VEHICLES

An email with photographic evidence from Acorn Day Nursery demonstrating how the road becomes narrowed by cars legitimately parked on both sides of the road preventing waste lorries and other large vehicles was considered. It was agreed that this was a difficult situation but Parish Council did not feel that it was appropriate to increase the double yellow lines in front of the church as this would have an adverse effect on funerals and weddings and the premises on the opposite side of the road.

It was agreed that a suggestion should be made that the Acorn waste collection lorry should approach from the opposite direction, avoiding the pinch point outside of the church.

It was agreed that the Council should explore the possibility of commissioning a sign to point people towards the Duke of Wellington car park.

17.216 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 will increasing their tariff from 15.75p per kWh to 17.90p per kWh with effect from 9th April.

It was noted that the Council has always operated on the basis of having ‘capital reserves’ that are ring fenced funds for specific purposes as opposed to ‘general reserves’ that can be used to supplement budgeted expenditure. The categories of funds maintained as ‘capital reserves’ are Traffic Calming, Cemetery Fund, Playground Fund, Election Fund, Parish Fields and Church Wall Fund (to meet costs of uninsured damage).

The Neighbourhood Plan Fund and West Street Railing Fund were closed down during the financial year and residual balances moved to the General Reserve.

All of the funds in the capital reserves are held in one savings account held at the Council’s bank.

It is appropriate for the Council to review the allocated balances on a periodic basis to determine whether any changes should be made. In the financial years 2016-2017 and 2017 - 2018 the Council has not raised money through the precept to add to these funds. The Council has not allocated monies within the 2018-2019 precept for additions to the capital reserves.

RESOLVED

That the Parish Council is satisfied that the capital reserves are appropriate and proportionate. The scope of the ‘play area fund’ should be extended to the ‘recreation ground fund’ to allow for future works to the adult fitness equipment and other areas of the recreation ground.

ii. Report in relation to VAT

The claims for December and January have been received from HMRC and a claim for February totalling £487.43 has been submitted. Notification has been received that HMRC are changing their processes but this should not affect the Parish Council's ability to reclaim VAT.

iii. Report in relation to PAYE

The final quarter's payment of tax and national insurance has been prepared. The Clerk is utilising training webinars hosted by HMRC to ensure the year end processes and new financial year processes are correctly implemented.

iv. Grants received or given

None.

v. Amendments to the asset register

The Asset Register has been updated with details of the new street lamps on Green Lane and for the loss of the rotovator.

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 that forms Appendix A be approved for payment.

c. Terms of Reference for Internal Audit

It was proposed and

RESOLVED

That the NCALC Internal Audit Service Terms of Reference version 1/16 be approved.

d. Review of the effectiveness of Internal Control for 2017-2018

It was noted that the Clerk had provided a briefing on the purpose and requirements of Internal Control. It was proposed and

RESOLVED

That the Parish Council is satisfied with the effectiveness of Internal Control for the year 2017-2018.

e. Pitch rent in 2018-19

It was proposed and

RESOLVED

The amount of pitch rent due from Stanwick Rovers Football Club for 2018-19 will be £125.00, maintained at the 2017-2018 level.

f. Cemetery fees

All fees levied in connection with the cemetery were reviewed. It was proposed and

RESOLVED

That the fee to purchase an Exclusive Right of Burial be increased to £250.00 for a grave plot and £100.00 for an ashes plot. The application fee for a headstone is to be increased to £90.00 and for kerbstones to £110.00. These fees will be effective from 1st April 2018.

The fees for interment are to remain at the 2015 level.

g. Allotment rents for 2019

It was noted that the Council is required to give 12 months' notice of any changes to the level of rents. The rents have remained the same since 2015. The Council incurs costs through maintenance of the communal areas and there are anticipated water costs. It was proposed and

RESOLVED

That the rent for a full size plot will be £35.00 and a half size plot to £17.50 with effect from 1st April 2019.

h. Tree survey quote

It was proposed and

RESOLVED

That a quote from Alchemy Tree Surgery for £990.00 be accepted to undertake a condition survey of all trees on council owned land.

i. Glass pane in the office door

Further to Minute 17.158 d, it was proposed and

RESOLVED

A quote of £170.00 be accepted to install a glass pane in the parish office door.

j. Refurbishment of the railings on West Street (opposite Villa Lane)

Further to Minute 17.175 the Council was advised that it was quite difficult to find contractors for this type of work given the location. Two companies had been asked to quote in January, one of which had failed to produce a quote despite having a site visit. It was proposed and

RESOLVED

That the quote for works from Stephen Pell be accepted at a cost of £1,640.00 as the work is necessary to prevent further deterioration and the cost is comparable to that Northamptonshire County Council had quoted.

7.58pm Councillor Chinery left the meeting.

k. Grant request from Stanwick Bowls Club

Councillor Roberts did not take part in the discussion or voting on this item.

A grant request for materials to improve the surface of Arris Lane was considered and it was proposed and

RESOLVED

That a grant of £100.00 be made to Stanwick Bowls Club.

l. Annual newsletter

It was noted that the newsletter had been circulated to all councillors prior to the meeting. It was noted that the Clerk had arranged for two six formers undertaking their Duke of Edinburgh gold award and fund raising towards their expedition to deliver the newsletter to every household. It was proposed and

RESOLVED

That the newsletter should be printed at a cost of £117.00 and with delivery costs of £40.00 being made to those delivering it.

17.217 PLANNING MATTERS

a. Planning consultations

18/00283/FUL Single storey rear mono pitch extension, two storey side extension, erection of entrance gates and raise height of boundary wall to 1.2 m at 36 Raunds 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 the proposal.

18/00031/TPO Remove snow damaged/broken limbs. Remove lowest limb overhanging neighbours house at Hill Stone Farm House, 20 High Street

Not discussed as the determination had been issued by East Northamptonshire Council

18/00383/FUL Rear extension & recladding to semi-detached dwelling 16 Alfred Street

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

That the Parish Council does not object to the extension. However it would request that East Northamptonshire Council ensures that the cedar cladding is not detrimental to the street scene.

b. Planning decisions made by East Northamptonshire Council

Consent granted:

18/00031/TPO	Tree works at Hillstone Farm House, High Street
18/00135/TPO	Tree works at 32 Raunds Road

17.218 STANWICK SHOWCASE

The invitation list was discussed together with the proposals for publicity. It was proposed and

RESOLVED

That up to three banners be ordered to promote the event together with A5 flyers for delivery to every household.

17.219 TELEPHONE BOX

Further to Minute 17.188 it was noted that the phone box suffers from water ingress and it would not be appropriate to refurbish/re-purpose the inside until this problem has been rectified. Examination of the unit indicates that it is leaning on two plains and the ground level has been built up on one side by pavement resurfacing over the years. The water ingress results in damp and condensation that would spoil any fittings and contents.

A quote for a local contractor has been obtained to raise the telephone box in-situ and refurbish it on site. This may compromise the electrical connection that the Council would have to rectify separately.

Another company has been identified that removes the unit for full refurbishment before reinstatement.

It was agreed that a quote from britishbits.co.uk be obtained before this matter be considered further as the potential costs were comparable.

17.220 COMMUNITY SAFETY ISSUES

a. Current issues

None.

b. Disabled parking bay

Further to Minute 17.189, an email from a resident was read to the Council that expressed his disagreement with the Council's decision.

c. Parking enforcement

It was noted that as a result of the communications between the Clerk and the Parking Enforcement Department at Northamptonshire County Council there had been an increase in the number of patrols in February.

17.221 GROUNDS MAINTENANCE

a. Increase in the number of reports of dog fouling on pavements

It was noted that complaints from two residents regarding different parts of the village had been reported to the Dog Warden and that Dog Warden had visited the sites.

b. Refund of supervision costs by East Northamptonshire Council

It was noted that East Northamptonshire Council had refunded £735.27 for supervision costs under the grounds maintenance consortium contract as they had not provided this service for a significant part of 2017. The refund was received via a reduction in grounds maintenance invoices for works in January and February.

c. Works to re-instate the ground levels (grass) at the recreation ground near the Mansfield St access

It was agreed that a quote to reinstate the ground levels be obtained and it was proposed and

RESOLVED

That subject to the works costing less than £200.00 that the Clerk has delegated authority to instruct the work. The Clerk has delegated authority under the Local Government Act 1972 s101.

17.222 ALLOTMENTS

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

The Minutes were noted.

b. Allotment inspection dates for 2018

It was agreed that councillors would undertake inspections on a Thursday evening in May and September. The Clerk will undertake more regular inspections as required.

c. Thefts from the site

It was noted that an entire shed had been taken from an allotment plot and that the Community Garden Group and the Race Group containers had been broken into. The rotovator had been taken from the Community Garden container and an insurance claim has been initiated. It was agreed that it may not be appropriate to replace the rotovator as the community garden had developed to a point that it is no longer an essential piece of equipment.

d. Council's responsibilities for the Community Garden

It was noted that under the terms of the lottery grant, the Council is required to support the garden and the allotment site for a minimum of five years. The Council was advised that the Group had plans for hard landscaping on site for which they will be applying for grant funding to various organisations and Clerk has advised them to put those plans to the Council, as the Council remains the landowner, before applying for funding.

17.223 ENTERTAINER AT THE CHRISTMAS FAYRE 2018

Further to Minute 17.174 it was proposed and

RESOLVED

That the Council would engage E Kendrick as entertainer for the Christmas Fayre at a cost of £150.00.

17.224 SCHEDULE OF TRAINING UNDERTAKEN 2017

The schedule that forms Appendix B was noted.

17.225 LIST OF CORRESPONDENCE

The list that forms Appendix C was received.

17.226 NEXT SCHEDULED MEETING

The next meeting will be on 17th May 2018. No items were identified for future agendas

Meeting closed at 8.45 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
000721	Northants ACRE – Village of the Year entry fee	£30.00

Schedule of payments presented for payment at the meeting

Cheque no	Detail	Amount
000722	Northants ACRE – annual membership	£35.00
000723	Stanwick Village Hall Trust Room hire March	£42.75
000724	Stanwick Village Hall Trust room hire Feb	£19.00
000725	Andrew Baker T/A Rutland Masonry – repairs to church wall	£250.00
000726	HMRC – quarterly Tax & NI	£848.03
000727	J Hodgson – plaque for A Michel	£89.99
000728	Northants CALC – Emergency Planning B Bister	£36.00
000729	East Northamptonshire Council - associated services Jan 18	£16.57
000730	Northants CALC – GDPR training J Hodgson	£49.00
000731	Stanwick Bowls Club – grant agreed at meeting	£100.00

The above payments were approved _____ Chairman
15th Mar 2018

For information (Financial Regulation 6.5 & 6.6)

Date		Detail	Amount
28.01.18	DDM	BT Business	£51.47
09.02.18	STD	NCC Pensions	£467.38
11.02.18	DDM	E-on	£12.42
15.02.18	DDM	Anglian Water	£4.50
01.03.18	DDM	BT Business	£51.47
09.03.18	STD	NCC Pensions	£467.38
11.03.18	DDM	E-on	£11.21
15.03.18	DDM	Anglian Water	£4.50

Receipts:

Date	Detail	Amount
20.02.18	HMRC – VAT refund Jan 18	£799.52
26.02.18	J Warwick interment of ashes #444	£187.50
01.03.18	J Warwick memorial	£70.00
01.03.18	Race group	£20.00
	Allotment fees - various	£139.20

Appendix B

Schedule of training undertaken 2017/18

Name	Date of training	Training details	Provider
J Hodgson	01/06/17	Data Protection & FOI	NCALC
T Chinnery	05/07/17	Off to a flying start	NCALC
N Peck	12/07/17	Chairmanship	NCALC
G Roberts	12/07/17	Chairmanship	NCALC
J Hodgson	17/07/17	SSP	HMRC/ACAS
J Hodgson	18.01.18	Annual Insurance seminar	Local Community Advisory Service (Zurich)
J Hodgson	30/01/18	General Data Protection Regs	NCALC
J Hodgson	16.01.18	What's new for 2018	HMRC

Appendix C

List of correspondence received

1. Email: ENC agenda and papers Jan 18
2. Email: NCALC Update Jan/Feb 18 (circulated to councillors)
3. Email: N ACRE Annual accounts & reports (circulated to councillors)
4. Email: First for Wellbeing newsletter (circulated to councillors)
5. Email: ENC agenda & papers Feb 18
6. Email: Open Spaces Society e-newsletter (circulated to councillors)
7. Email: Active Places email update
8. Email: invitation to Stanwick Village Hall Trust AGM (circulated to councillors)
9. Email: Agenda & papers for EN Joint Standards Committee