

# MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

**Date:** 18<sup>th</sup> July 2019

**Venue:** Committee Room, Village Hall, Stanwick

**Time:** 7.15 p.m.

**Present:** Councillors:-  
N Peck (in the chair)  
S Glanville-Hughes  
S Kitchener  
G Konstantinidis  
D Munday  
M Partrick

Clerk to the Council J Hodgson  
Members of the Public 0

## **19.51 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Paterson. It was proposed and

### **RESOLVED**

That the reason for absence be approved.

Apologies were received from ENC Cllr Howell

## **19.52 APPROVAL OF MINUTES**

It was proposed and

### **RESOLVED**

That subject to addition of the words ‘end of’ to read ‘end of October’ to the resolution in 19.42 the Minutes of the Council Meeting held 20<sup>th</sup> June 2019 be approved as a correct record and signed by the Chairman.

It was noted that Cllr Konstantinidis had given his apologies for 20<sup>th</sup> June after the meeting.

## **19.53 DECLARATION OF INTEREST**

Cllr Kitchener declared an ‘other’ interest in 19/00710/FUL, Cllr Partrick declared an ‘other’ interest in 19/01051/FUL and Cllr Munday declared a DPI with dispensation in agenda item 19.64.

## **19.54 PUBLIC SPEAKING TIME**

None.

## **19.55 REPORT FROM COUNTY COUNCILLOR HUGHES**

A report was not provided.

## **19.56 REPORT FROM DISTRICT COUNCILLOR HOWELL**

A written report was circulated to all councillors prior to the meeting.

## **19.57 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 a new quarter-end percentage budget variance report had been created to enable greater monitoring of performance against budget.

It was noted that due to staffing issues at East Northamptonshire Council only one grounds maintenance invoice had been received in the financial year for the work by Turney Landscapes and the associated services. Therefore the grounds maintenance expenditure was understated.

#### **ii. Report in relation to VAT**

The combined claim for April and May 2019 has been received £299.77. A claim for June was been submitted. It was noted that as the Council is not register for VAT, 'making VAT digital' does not apply to the Council.

#### **iii. Report in relation to PAYE**

It was noted that proper HMRC processes are in place with the first quarter tax and National Insurance having been paid.

#### **iv. Grants received or given**

None.

#### **v. Amendments to the asset register**

It was not necessary to make any amendments.

#### **vi. Incident and accident reports on council owned land**

None.

#### **vi. Reports from volunteer inspectors**

None.

**b. Report from the Internal Control Councillor**

Cllr Kitchener reported that the monthly internal control check had been completed on 10<sup>th</sup> July and everything was in order.

**c. Schedule of payments**

It was proposed and

**RESOLVED**

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

**d. LGPS proposal to disband the pension ‘pooling’ arrangements**

After consideration of the limited information available, it was proposed and

**RESOLVED**

The Parish Council favoured the disbanding of the pool as it would be in the Parish Council’s financial interest to do so.

**e. Local Government Pension Scheme: Changes to the Local Valuation Cycle and the Management of Employer Risk Policy consultation**

The consultation document had been circulated to all councillors prior to the meeting. It was agreed that the Council did not have sufficient expertise to comment.

**f. Quote to clean graffiti from two bus shelters**

Further to Minute 19.28 b it was noted that East Northamptonshire Council had been unable to provide practical advice and a quote from Rentokil had been obtained. It was proposed and

**RESOLVED**

That the quote at £205.00 be accepted.

**g. Hire rate for the main hall & committee room**

It was noted that hourly hire rate for the village hall for the main hall & committee room is increasing by 50p with effect from 1<sup>st</sup> October.

Cllr Munday noted that the two councillors that are village hall trustees had not declared an interest.

**h. Routine cleaning of the bus shelters**

Further to Minute 19.28 b it was noted that an alternative quote had been secured at £15 per shelter first clean, then £10.00 per shelter every 8 weeks. It was proposed and

## **RESOLVED**

That the quote be accepted and that a formal contract would not be entered into. The work is to be reviewed on an ongoing basis.

### **i. Replacement printer**

It was proposed and

## **RESOLVED**

That a replacement printer be purchased subject to maximum cost of £150.00 net.

## **19.58 PLANNING MATTERS**

### **a. Planning consultations**

**19/01098/TPO** Works to 11 trees as detailed in the accompanying report at St Laurence Parish Churchyard

It was noted that this application had been made following the Parish Council resolution 19.24h and as such it was proposed and

## **RESOLVED**

That the Parish Council does not have any comment to make.

**19/01051/FUL** Change of use of residential accommodation to commercial use at The Stanwick Hotel West Street Stanwick

After consideration of the planning documents it was proposed and

## **RESOLVED**

That the following response be sent to East Northamptonshire Council.

That the Parish Council does not object to change of use designation subject to the appropriate licensing being in place. The Council would also request that the service access gate is kept closed when not in use and is only used for service vehicles and no other traffic.

**19/00710/FUL** Change of use from residential (C3) to commercial (A2). No external nor internal changes will be made. No signage required at 2 Alfred Street (amended application – application form only)

After consideration of the planning documents it was proposed and

## **RESOLVED**

That the following response be sent to East Northamptonshire Council.

The Council does not have any new comment to make.

**19/01091/FUL** Demolition of existing conservatory and erection of a single storey rear extension (abutting garage) at 11 Cleburne Close

The Chairman agreed to add this item to the agenda. After consideration of the planning documents it was proposed and

## **RESOLVED**

That the following response be sent to East Northamptonshire Council.

That the Parish Council does not object to the application providing that the material match the existing structure. 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:

<b>Reference number</b>	<b>Planning detail and address</b>
18/02020/FUL	Single storey first floor side extension at 8 Raunds Road
19/00717/FUL	Detached Garage 70 High Street Stanwick
19/00768/FUL	Agricultural building extension and siting of 2 vertical tanks at High Mere Farm Raunds Road

## **19.59 MEETING/TRAINING REPORTS FROM COUNCILLORS**

There were no reports to give.

## **19.60 COMMUNITY SAFETY ISSUES**

### **a. Report from the Joint Action Group**

It was noted that it had been agreed that the JAG would set only one priority for the police.

### **b. Current community safety issues**

No issues were raised.

### **c. Stanwick Lakes August Bank Holiday A45 arrangements**

Further to Minute 19.27 c it was noted that Highways England had arranged with Chevron Traffic Management to provide cones and matrix signs on the A45 to deter parking on the side of the A45. Highways England have also arranged for messages to be shown on the their VMS (matrix signs) to alert drivers approximately 20 minutes away when the car parks are full/closed to allow drivers to make an alternative decision.

**d. 'Do not obstruct the footway' signs for West Street**

Further to Minute 18.204 and 19.27c it was suggested that Northamptonshire Highways/Police approved 'do not obstruct' signs be purchased for the three lampposts on West Street adjacent to the field, where problems have occurred with drivers parking on the part or all of the footpath. It was proposed and

**RESOLVED**

That three signs at £9.60 each plus delivery be purchased.

**19.61 GROUND'S MAINTENANCE ISSUES**

**a. Guidance on tree liability**

It was noted that details of the Court of Appeal case Whitley Parish Council v Cavanagh (2018) had been circulated to all councillors for information.

**b. Draft Tree Management Policy**

A draft Tree Management Policy for trees on Council owned land was presented. The purpose of having a policy is to provide clarification and to ensure consistency of approach in the management of trees on council maintained land.

It was agreed to defer this to a later meeting to allow for councillors to make further suggestions.

**c. Play area operational inspection report**

The report dated 24<sup>th</sup> May 2019 was received and noted.

**d. Arrangements for the annual councillor walkabouts**

It was agreed that the annual walkabout be divided into three sessions, 1) the recreation ground, Spencer Parade and St Laurence Church yard, 2) the cemetery, and 3) Mallows Grange and the pocket park. The dates are to be determined outside of the meeting.

**e. Minutes of the grounds maintenance consortium meeting 4/07/19**

The Minutes were noted.

**f. Wellingtonia trees in St Laurence Churchyard**

It was reported that a resident had expressed concern that branches on one of the trees now reached the ground and could be climbed on. In response the Clerk had arranged to meet with the East Northamptonshire Council tree officer to discuss the situation and this had happened on 12<sup>th</sup> July. It was the tree officer's opinion that pro-active work (reactive work only had been undertaken during the past 19 years) was required and he requested that a site meeting be arranged with the Council's preferred tree surgeon to discuss the approach to work.

A report and quote will be prepared and offered to the Council in due course.

## **19.62 HIGHWAYS**

### **a. Draft Rights of Way Improvement Plan**

Details of the plan had been circulated to all councillors prior to the meeting. It was commented that there should be greater transparency with regard to the Rights of Way Map (Definitive Map) and it should be more easily available to the public.

## **19.63 ALLOTMENTS**

### **a. Community Garden Meetings and the Allotment Society Meetings**

The Minutes to the meetings were noted.

### **b. Funding application by the Community Garden Group**

Further to Minute 19.45 it was noted that the Group's application to the ENC Community Facilities Fund had been successful.

## **19.64 CEMETERY**

### **a. Ashes plot A17/18**

It was reported that the cremated remains plot A17/18 appeared to have a hazel tree planted on it. The cemetery rules prohibits tree being planted on any graves. The owner of the Exclusive Right of Burial has moved away from Stanwick and has not provided the Council with a forwarding address. A note has been left on the grave, requesting that contact is made with the parish clerk. Further action will be required if the owner does not contact the Council.

### **b. Discontinued flower beds**

Further to Minute 19.28 (a) a suggestion was made that the discontinued flower beds that will be turfed over could be used for the interment of cremated remains in order to maximise interment space for full size graves. It was agreed to defer further consideration to a later date.

## **19.65 CHRISTMAS FAYRE 2019**

Further to Minute 18.159 a draft project plan was circulated to councillors for consideration. It was agreed that a 'brain storming' session should be held early in September.

## **19.66 WEBSITE ACCESSIBILITY REQUIREMENTS**

It was noted that two reports on this topic had been circulated to all councillors prior to the meeting. It was noted that it is was probable that a significant quantity of work would be generated by the compliance requirements. It was suggested that a local IT expert may be able to provide some guidance on an informal basis.

## **19.67 LIST OF CORRESPONDENCE**

The list that forms Appendix B was received. No other action is required.

## **19.68 NEXT SCHEDULED MEETING**

The next scheduled meeting will be on 19<sup>th</sup> September 2019. Cllr Glanville-Hughes gave her apologies for that meeting.

It was requested that highway safety on High Street be included on a future agenda.

Meeting closed at 8.41 pm

**Chairman**

### **Appendix A**

*General Power of 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>Payee and reason</b>	<b>Amount</b>
None	None	£0.00

Schedule of payments presented for payment at the meeting

<b>Cheque no</b>	<b>Payee and reason</b>	<b>Amount</b>
000876	Northants CALC – J Paterson ‘Off to a flying start’ course	£42.00
000877	Northants CALC – J Paterson ‘Finance for councillors’ course	£36.00
000878	Stanwick Village Hall Trust - room hire July 19	£19.00
000879	J Paterson – travel to course	£14.40
000880	East Northamptonshire Council - grounds maintenance 5/19	£1690.80
000881	East Northamptonshire Council - grounds maintenance 6/19	£2670.85
000882	East Northamptonshire Council - dog bins 04/19	£13.70
000883	East Northamptonshire Council - dog bins 05/19	£13.70
000884	East Northamptonshire Council - dog bins 06/19	£13.70

The above payments were approved \_\_\_\_\_ Chairman  
18th July 2019

For information (Financial Regulation 6.5 & 6.6)

<b>Date</b>	<b>Method</b>	<b>Payee and reason</b>	<b>Amount</b>
29.06.19	DDM	BT Business	£46.67
01.07.19	STD	Stanwick Village Hall Trust - office rent	£210.00
09.07.19	STD	Local Government Pension Scheme	£491.55
12.07.19	DDM	E-on – street lighting	£16.86
14.07.19	DDM	Wave (Anglian Water) water rates	£5.00
15.07.19	DDM	Public Works Loan Board – loan payments	£2301.65

Receipts:

<b>Date</b>	<b>Where the money was received from</b>	<b>Amount</b>
20.06.19	HMRC – VAT refund	£299.77
12.07.19	Stanwick Bowls Club – annual rent	£40.00



### List of correspondence received

1. Email: NCALC Friday mini eUpdate - 17/05/19 (circulated to councillors)
2. Email: notification of the new Irthlingborough Mayor
3. Email: OPFCC\* May 2019 Newsletter
4. Email: CPRE details of 'The Time Is Now' demonstration 26/06/19
5. Email: Notification of new mayor at Thrapston TC
6. Email: NCC newsletter: Important news from local government in Northamptonshire (May) (circulated to councillors)
7. Email: NCALC eUpdate May/June 2019 (circulated to councillors)
8. Email: NCC Consultation on shaping specialist provision for children and young people with Education, Health and Care Plans
9. Email: East Northants Community First Responders (circulated to councillors)
10. Email: Notification of NCC Chairman for 2019-20
11. Email: Details of Higham Ferrers Charter Day celebration
12. Email: NCALC Friday mini eUpdate - 07/06/19 (circulated to councillors)
13. Email: Latest news from the ICO 06/06/19
14. Email: Open Space Society e-zine 04/06/19
15. Email: ACRE – Invitation to Parish Councillors Network and Coffee morning
16. Email: ENC Unitary delivery programme update (circulated to councillors)
17. Email: Active Places newsletter June 2019
18. CPRE Northants – Outlook June 2019
19. Email: Open Spaces Society Annual General Meeting and Summer Open Space Magazine (circulated to councillors)
20. Email: NCC Highways newsletter (circulated to councillors)
21. Email: HM Treasury consultation on pension exit payments
22. Email: NCALC Friday min eUpdate - 14/06/19 (circulated to councillors)
23. Email: ENC T&PC Briefing-2019-NNJC first meeting (Circulated to councillors)
24. Email: NCC : June's update from Northamptonshire County Council (circulated to councillors)
25. Email: ENC Extraordinary meeting papers (26/06/19)
26. Email: NCALC Friday mini eUpdate - 21/06/19
27. Email: NCALC Friday mini eUpdate - 28/06/19
28. Email: Active Places July newsletter
29. Email: NCC Highways - Weekly Schemes Works Programme For Councillors
30. Email: Latest news from ICO (04/07/19)
31. Email: Open Spaces Society job advert
32. Email: Northamptonshire Highways news (05/07/19) circulated to councillors
33. Email: NCALC Friday mini eUpdate - 05/07/19 (circulated to councillors)
34. Email: Police Fire and Crime Commissioner meeting to focus on burglary team invitation (circulated to councillors)
35. Email: OPFCC Newsletter June 2019
36. Email: N ACRE Councillor Network morning and Northants Village Awards (circulated to councillors)
37. Email: N Highways Weekly Schemes Works Programme For Councillors
38. Email: ENC agenda and reports for the Council meeting which will be held on 22 July

\*Office of Police, Fire & Crime Commissioner