

# MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

**Date:** 16<sup>th</sup> January 2020

**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  
J Paterson

Clerk to the Council J Hodgson  
Members of the Public 2

## **19.131 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Partrick. It was proposed and

### **RESOLVED**

That the reason for absence be approved.

Apologies were also received from East Northamptonshire Council Councillor Howell.

## **19.132 APPROVAL OF MINUTES**

It was proposed and

### **RESOLVED**

That the Minutes of the Council Meeting held 21<sup>st</sup> November 2019 be approved as a correct record and signed by the Chairman.

## **19.133 DECLARATION OF INTEREST**

None were declared.

## **19.134 DISCUSSION WITH STANWICK PRIMARY ACADEMY**

The Vice-Principal for Stanwick Primary Academy, formerly Stanwick Primary School, gave a brief presentation outlining changes to the school over the past twelve months as there had been a significant amount of transformation. She also detailed the proposal to purchase a double decker bus to convert to a static teaching area that could also be made available for community use.

### **19.135 DISCUSSION WITH HIGHWAYS ENGLAND**

Representatives of Highways England cancelled their attendance.

### **19.136 PUBLIC SPEAKING TIME**

The applicant for 19/01879/FUL explained why the previous application had been withdrawn and the basis for the new application.

The applicant for 19/01939/FUL spoke about how East Northamptonshire Council officers had handled the previous application and how the new application aimed to overcome the issues raised by the adjoining property owner against 19/01294/FUL.

### **19.137 REPORT FROM COUNTY COUNCILLOR HUGHES & DISTRICT COUNCILLOR HOWELL**

No reports were received.

### **19.138 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. The quarterly analysis of budget performance against cost headings was also circulated.

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

The claim for October and November 2019 totalling £496.77 has been received. A claim for December was not been submitted as the requisite threshold had not been achieved.

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

It was noted that proper HMRC processes are in place with the third quarter tax and National Insurance payment has been made.

##### **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 in December and on 7<sup>th</sup> January and everything was in order and signed off.

**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. Report from LGPS re Employer Pooling Consultation**

Further to Minute 19.57 d the results of the consultation were noted together with the fact that there would be no changes to the current arrangements.

**e. Draft Northamptonshire Funding Strategy (pensions)**

It was agreed that the Council does not have any comment to make on the proposed strategy.

**f. Rate for the employer contribution to the pension fund**

It was proposed and

**RESOLVED**

That the Council approves the reduction in the employer contribution rate by 2.9 percentage points with effect from 1<sup>st</sup> April 2020.

**g. Risk Assessments reports**

The Parish Council holds risk assessment reports for the following areas:

Allotment site, Raunds Road; Stanwick Cemetery, Chelveston Road; Memorial Gardens, Spencer Parade; Parish Fields, Raunds Road; Parish Office at Stanwick Village Hall; Public Open Space at Malloes Grange; Stanwick Recreation Ground and for Finance and Governance and visual inspection of electrical items.

In addition there is a Memorial Inspection Risk Assessment.

Risk assessment will be drawn up where specific/extraordinary events are arranged by the Parish Council.

The Council has a range of policies to ensure that functions are discharged lawfully and in a manner that minimises risk to the council and general public.

## **19.139 Planning Matters**

### **a. Planning consultations:**

**19/01879/FUL** Two storey side extension and single storey rear extension with roof lantern and roof lights; front entrance porch; demolition of existing garage (resubmission of 19/00707/FUL) at 17 High Street

After consideration of the planning documents it was proposed and

### **RESOLVED**

That the following response be sent to East Northamptonshire Council. The Parish Council does not object to the application subject to the materials being sympathetic to the existing structure. This decision is made on the assumption that there are no objections from neighbouring properties.

**19/01864/FUL** Proposed single storey front and rear extension; Second storey extension above garage at 15 Needham Road

After consideration of the planning documents it was proposed and

### **RESOLVED**

That the following response be sent to East Northamptonshire Council

The Parish Council does not object to the application subject to the materials being sympathetic to the existing structure. This decision is made on the assumption that there are no objections from neighbouring properties.

The Parish Council would like to draw attention to the fact that a sufficient gap should be allocated between the proposed extension and the adjoining property boundary to allow for construction to take place without encroaching on the adjoining property and to allow for a rain water to discharge on to 15 Needham Road and not the land of the adjoining property.

**19/01939/FUL** First floor extension over garage and adjoining two storey side extension (Resubmission of 19/01294/FUL) at 5 Manor Gardens

After consideration of the planning documents it was proposed and

### **RESOLVED**

That the following response be sent to East Northamptonshire Council

The Parish Council does not object to the application subject to the materials being sympathetic to the existing structure and subject to all parties being agreed on the overbearing issues and the overlooking issues raised as part of the previous application.

**b. 19/01800/FUL, Raunds Community Orchard**

It was proposed and

**RESOLVED**

That the planning response for 19/01800/FUL agreed outside of the meeting be approved, namely, “Thank you for consulting the Parish Council. Councillors have considered the application and supports the proposal providing that the public footpaths remain unimpeded.”

**c. Planning decisions made by East Northamptonshire Council**

Table to show Planning Consent granted:

<b>Planning reference number</b>	<b>Planning details and address of property that the application relates to</b>
19/01599/TPO	TPO 142 Walnut Tree - Reduce height by 2 to 2.5m and sides by 1 to 2m to shape at 18 Hill House Gardens
19/01429/FUL	Single storey side and front extension Stanwick Rovers Football Club
19/01635/FUL	Change of use of residential accommodation to commercial use at Stanwick Hotel
19/01506/FUL	Two-storey Side Extension at 28 Hill House Gardens
19/01497/TPO	Works to two Wellingtonia & Western Cedar at St Laurence church yard
19/01823/TPO	Black Pine (T1) - Remove and plant a replacement tree at 6 Hill House Gardens

**d. 19/01635/FUL Stanwick Hotel**

Further to the Parish Council’s response on 19/01635/FUL (Minute 19.101 refers) it was noted that the case officer had advised that when the condition requiring the closing up of the original vehicle access gate was removed, a condition was not imposed specifying what vehicles could use the gate e.g. service vehicles only. Therefore as a restriction on who can use it does not exist, East Northamptonshire Council planning department cannot take any action.

It was agreed that a letter should be sent to Councillor Howell and the Chief Planning Officer expressing the Parish Council’s concern that such a condition had not been imposed in the interests of public safety.

**19.140 MEETING/TRAINING REPORTS FROM COUNCILLORS**

There were no reports given.

**19.141 COMMUNITY SAFETY**

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

It was noted that the JAG priorities continued to be tackling drug issues and antisocial behaviour at various locations in the JAG area.

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

It was noted that there had been issues with anti-social behaviour in the grounds of Stanwick Academy School and the grounds of the village hall. All instances had been reported to the police.

## **c. Report on the meeting held with Police Sergeant Goodwin**

On 28<sup>th</sup> November a meeting was held between PS Goodwin and members of the Parish Council with the Clerk in attendance. This was to discuss the 'Think before your Park' scheme and other parking issues.

PS Goodwin supported the 'Think before you Park' scheme and requested that any one administering the tickets wear an identity badge showing their connection to the Council and if approached by the driver of the vehicle, explain who they are and why this action is being taken.

PS Goodwin will arrange for the PCSO to make some evening visits in response to cars parked on the pavement in the centre of the village and if appropriate, steps will be taken to arrange for vehicles causing an obstruction to be removed by the Police.

It was also suggested that an approach is made to the primary school to see how they could be assisted in encouraging parents and carers to walk to school.

## **d. Review of 'Think Before You Park' Protocol**

It was agreed to re-draft the protocol to be presented at a future meeting for approval.

## **e. Correspondence from parking enforcement**

It was noted that in December 2019 an email had been sent to Northamptonshire County Council Parking Enforcement regarding on going issues with vehicles being left on pavements. Parking Enforcement had advised that they would request that enforcement contractors visit the area and enforce where necessary.

## **f. Sponsorship of an Automatic Number Plate Recognition (ANPR) camera**

It was noted that the Police, Fire and Crime Commissioner was asking all parishes if they were interested in sponsoring an ANPR camera at a cost of £3,500.00-£4,000.00 plus monthly costs of £30.00-£50.00. It was agreed that the Council would not look to sponsor an ANPR camera as there would be minimal benefit to the parish.

## **19.142 GROUNDS MAINTENANCE**

### **a. Minutes of the Consortium meeting held 11<sup>th</sup> December 2019**

The Minutes were noted.

### **b. Contract with Turney Landscapes**

It was proposed and

## **RESOLVED**

That the contract with Turney Landscapes Ltd should be extended by two years from October 2020.

### **c. Urban Highway Grass Mowing arrangement for 2020**

It was proposed and

## **RESOLVED**

That the Council would continue with the Urban Highway Grass Mowing arrangement for 2020 and that the agreement would be signed and returned to Northamptonshire County Council by the Clerk for the maintenance of the highway verges.

### **d. Operational report for the recreation ground play area**

The report was received and content noted.

## **19.143 HIGHWAY MATTERS**

### **a. ‘Double bend’ warning sign on Raunds Road**

It was noted that Northamptonshire Highways had decided to remove the sign.

### **b. Bollards for the Spencer Parade bund**

Further to Minute 19.126 c (21<sup>st</sup> November 2019) information and costings were received from Northamptonshire Highways. It was agreed to look at costs for introducing planters rather than bollards. However it was noted that bollards would be the Councils preferred solution and the area of most concern is around the dropped kerb adjacent to the telephone box.

### **c. Arris Lane**

Further to Minute 19.110 (7<sup>th</sup> November 2019) a verbal report was given following a meeting with Wellers Hedley Solicitors on 15<sup>th</sup> January 2020, covering issues such as ownership, liability issues and the suggestion to form a company limited by guarantee to take on the maintenance of the lane.

It was agreed that the Bowls Club is to be advised of the situation as they raised the issue with the Council and that a suitably worded article is placed in the annual newsletter.

### **d. Flood alleviation measures on Chelveston Road as part of Pathfinder II**

It was noted that works on 30<sup>th</sup> August 2019 to cut back vegetation to expose the ditch had resulted in a complaint to the police.

#### **19.144 CHRISTMAS FAYRE**

The Christmas Fayre, held on 1<sup>st</sup> December 2019 and sponsored by the Parish Council, was reviewed together with costs. It was proposed and

#### **RESOLVED**

That the Parish Council would continue to sponsor the 2020 Christmas Fayre and the children's entertainer should be booked.

#### **19.145 ANNUAL PARISH MEETING 16<sup>th</sup> APRIL 2020**

It was agreed that the Annual Parish Meeting take the form of Stanwick Showcase. It was suggested that the First Responders to invited to attend. It was noted that if they are able to attend it would be appropriate for the Council to make a donation to their service.

#### **19.146 LIST OF CORRESPONDENCE**

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

#### **19.147 NEXT SCHEDULED MEETING**

The next scheduled meeting will be on 19<sup>th</sup> March 2020.

Meeting closed at 9.00 pm.

**Chairman**



## Appendix A

### Schedule of Payments presented for authorisation at the meeting.

Table 1: Schedule of payments made outside of the meeting (Financial Regulation 6.8)

Cheque no	Payee and reason	Amount
000913	HM Revenue & Customs – third quarter tax & NI	£847.03
000914	East Northamptonshire Council – grounds maintenance October 19	£1973.02
000915	East Northamptonshire Council – cleansing services October 19	£13.70
000916	S Garrett- Harvey – turfing at the cemetery	£576.00

Table 2: Schedule of cheques presented for authorisation at the meeting

Cheque no	Payee and reason	Amount
000917	East Northamptonshire Council - cleansing services November 2019	£13.70
000918	East Northamptonshire Council - grounds maintenance November 2019	£2640.06
000919	Stanwick Village Hall Trust - room hire January 2020	£22.00
000920	Northamptonshire ACRE – annual subscription	£35.00
000921	Stanwick Church Central Fund – floodlight power supply	£424.08
000922	Pear Technology Services Ltd – cemetery software tech support	£102.00
000923	Turney Landscapes – winter bedding plants	£42.00
000924	Stanwick Village Hall Trust - Christmas fayre hall costs	£47.50
000925	Stanwick Village Hall Trust - room hire 28 November 2019	£10.00
000926	Society of Local Council Clerks – annual subscriptions	£180.00
000927	Alchemy Tree Surgery - priority 2 tree works Min 19.24 h	£2490.00

The above payments were approved (signature line) \_\_\_\_\_ Chairman  
Date signed 16th January 2020

Table 3: For information (Financial Regulation 6.5 & 6.6) automated payments

Date	Method	Payee and reason	Amount
03.12.19	STD	Stanwick Village Hall Trust – office rent	£210.00
09.12.19	STD	Local Government Pension Scheme	£516.67
12.12.19	DDM	E-on – street lighting	£16.86
14.12.19	DDM	Wave (Anglian Water) water rates	£5.00
31.12.19	DDM	BT Business	£42.84
03.01.20	STD	Stanwick Village Hall Trust – office rent	£210.00
07.01.20	STD	Stanwick Village Hall Trust – office rent – balancing amount	£8.00
09.01.20	STD	Local Government Pension Scheme	£516.67
12.01.20	DDM	E-on – street lighting	£17.42
13.01.20	DDM	Public Works Loan Board – half yearly payment	£2285.58
14.01.20	DDM	Wave (Anglian Water) water rates	£5.00

Table 4: Money received since the last meeting:

Date	Where the money was received from	Amount
02.12.19	Xmas Fayre table charges	£70.00
06.12.19	HMRC	£496.77
12.12.19	RGR Memorials	£90.00

<b>Date</b>	<b>Where the money was received from</b>	<b>Amount</b>
02.01.20	A Abbotts & Son	£435.00

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

## **Appendix B**

### **List of correspondence received**

1. Email: Northants Highways weekly works programme.
2. Email: Northants CALC Friday mini eUpdate – 22<sup>nd</sup> November 2019 (circulated to councillors)
3. Email: Northamptonshire ACRE - Members Only November 2019 E-Bulletin (circulated to councillors)
4. Email: Northants CALC eUpdate – November/December edition (circulated to councillors)
5. Email: details of NCC Chairman Annual Christmas Carol Service.
6. Email: From Power for People requesting support the Local Electricity Bill
7. Email: Northants Highways weekly works programme.
8. Email: Newsletter from Wellers Hedleys Town, Parish and Community Council Team (circulated to councillors)
9. Email: East Northamptonshire Council meeting agenda and papers 9<sup>th</sup> December
10. Email: Latest news from the Information Commissioners Office
11. Email: Northants CALC Friday mini eUpdate – 6<sup>th</sup> December 2019
12. Email: Northants Highways weekly works programme.
13. Email: Police surgery dates for 2020
14. Email: Rushden Mayor Civic Carol Service invitation - Sunday 22<sup>nd</sup> December 2019
15. Email: Northants Highways weekly works programme.
16. Email: Town and Parish Councillor Vacancy - Joint Standards Complaints Committee (circulated to councillors)
17. Email: CPRE Campaign update
18. Email: Northants CALC Friday mini eUpdate – 13<sup>th</sup> December 2019
19. Email: Invitation to SCDC Chairman's Charity Concert - 18<sup>th</sup> March 2020
20. Email: OPFCC December 2019 Newsletter
21. Email: Northants ACRE December Bulletin
22. Email: Active places newsletter
23. Email: CPRE campaigns newsletter
24. Email: Northants CALC Friday mini eUpdate – 20<sup>th</sup> December 2019
25. Email: Northants Highways weekly works programme.
26. Email: Northants ACRE re successful lottery bid for Good Neighbours Scheme
27. Email: Northants CALC Friday mini eUpdate – 10<sup>th</sup> January 2020
28. Email: Northants Highways weekly works programme.
29. Email: Latest news from the Information Commissioners Office – January 2020
30. Email: Rural matters winter newsletter (Northants Police)
31. Email: Police surgery dates for 2020
32. Email: January's news from my county council (circulated to councillors)
33. Email: Environment Agency re Water Abstraction – New Authorisations Announcement
34. Email: Invitation to Chairman of East Northamptonshire Council's Civic Service - Sunday 1<sup>st</sup> March 2020
35. Email: Invitation to Mayor of Rushden Town Council's Spring Lunch - Sunday 5<sup>th</sup> April