

# MINUTES OF STANWICK PARISH COUNCIL MEETING HELD ON

**Date:** 19<sup>th</sup> January 2023

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

**Time:** 7.15 p.m.

**Present:** Councillors:- N Peck (in the chair)  
S Kitchener  
J Paterson  
M Taylor  
Clerk to the Council J Hodgson  
Members of the Public 0

## **22.140 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Partrick, Konstantinidis and Glanville-Hughes

Apologies were received from NNC Councillor Howell, Levell and Wilkes.

## **22.141 APPROVAL OF MINUTES**

It was proposed and

### **RESOLVED**

That the Minutes of the Council Meeting held 15<sup>th</sup> December 2022 be approved as a correct record and signed by the Chairman.

## **22.142 DECLARATION OF INTEREST**

Cllr Kitchener declared a non-registerable interest in agenda items 22.150 g, 22.167 and 22.170.

## **22.143 PUBLIC SPEAKING TIME**

There were no members of the public present.

## **22.144 REPORT FROM NORTH NORTHAMPTONSHIRE COUNCILLORS**

The Councillors were not present.

## **22.145 CONSULTATION ON WARD COUNCILLOR BOUNDARIES**

The details of the Boundary Commissions consultation following the reduction of overall ward councillor numbers from 78 to 70 were noted. It was proposed and

### **RESOLVED**

That the following response be submitted to the Boundary Commission consultation.

Hargrave Stanwick & Raunds should stay as one area because

- Historically there is a link between these 3 settlements and they share a vicar
- Geographically Hargrave is on the very edge of the county and there isn't a natural alternative area to join.
- Raunds is a service centre for Stanwick and Hargrave offering schooling and medical services
- Moving Hargrave to Higham Ferrers would have a negligible effect on the overall numbers & Stanwick residents do not have a natural affinity to Higham Ferrers

It is suggested that Ringstead Parish is brought in to the grouping. Their predicted electorate is 1313. This would total 11356 and be 94% of the 3 ward councillor 'allowance' of 12114. Ringstead Parish does have links with the existing 3 parishes in that they are part of the 4 Spires Benefice and share a vicar. Children of Ringstead would attend schools in Raunds and medical services are provided in Raunds. Ringstead is categorised as a 'large freestanding village' as is Stanwick in the Local Plan part 2, thereby sharing characteristics and therefore have similar needs and issues. Ringstead is described as having 'a close functional relationship with a nearby urban area' [Raunds] in para 4.16 of the Local Plan part 2

#### **22.146 NORTH NORTHAMPTONSHIRE COUNCIL DRAFT BUDGET 2023/24**

There was no comment made.

#### **22.147 CIVILITY AND RESPECT PLEDGE**

The details of the Civility and Respect Pledge had been circulated to all councillors prior to the meeting. It was proposed and

#### **RESOLVED**

Stanwick Parish Council supports civility and respect within the Local Government sector and signs the pledge with immediate effect.

#### **22.148 EDM 611**

It was proposed and

#### **RESOLVED**

That a written request be sent to T Pursglove MP urging him to sign the Early Day Motion (EDM 611) calling on the Government to re-visit its response to the Committee on Standards in Public Life report on local government ethical standards including the introduction of tougher sanctions to deal with poor behaviour in local councils.

#### **22.149 FOUR YEAR PLAN**

a. Pillar 4 Community Safety: A45 crossing.

Email correspondence dated 23<sup>rd</sup> November 2022 was considered. The Council noted that Highways England did not have any plans in the short or medium term to undertake engineering works for a pedestrian crossing. It was agreed that Highways England should be requested to undertake a crown lift on the trees to create sight lines across the roundabout for the benefit of drivers and pedestrians. The Council also questioned the timing of Highways England survey, October, as this would not have been representative of the peak periods.

b. Pillar 1 Environment: ‘wildlife areas’

It was agreed that detailed consideration outside of the meeting should be given as to how this could be undertaken to maximise chances of success.

c. Action plans, identify blockers and agree any next steps

The action plans were reviewed and carried forward.

## **22.150 FINANCIAL MATTERS**

a. Internal Control

i. Receive the budget variance report and statement of accounts

The budget variance report and statement of accounts, together with the quarterly report, were received and noted. It was reported that December’s accounts showed significant expenditure. This was due to North Northants Council’s delay in invoicing five months grounds maintenance and associated service costs. It was noted that nPower Business had undertaken a ‘re-billing’ that has reduce the amount due from the Council to reflect the central government business energy support scheme.

It was noted that in accordance with the Council’s decision to share its cash holdings between two banks, this process was almost complete.

ii. Report in relation to VAT

It was noted that VAT reclaims for November and December, £206.87 and £2135.81 respectively, had been paid by HMRC.

iii. Report in relation to PAYE

It was noted that the third quarters payment to HMRC had been made.

iv. Grants received or given

It was noted that the annual leisure grants to Stanwick Bowls Club, Stanwick Community Garden and Stanwick Pocket Park Group had been made.

v. Amendments to the Asset Register

It was not necessary to make changes to the asset register.

- vi. Incident reports on council owned land

There were no reports of any incidents

- vii. Reports from volunteer inspectors

There were no reports to give.

- b. Report from the Internal Control Councillor

It was noted that the accounts had been inspected on 13<sup>th</sup> December and 9<sup>th</sup> January and everything was satisfactory.

- c. 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

- d. Revised employer contribution rates for pension scheme

It was noted that the employer contribution rates to the Local Government Pension Scheme would be reduced by 1 percent point for the next three years as the fund is performing well.

It was proposed and

**RESOLVED**

That the new employer contribution rate be accepted.

- e. External Auditor

It was noted that SAAA Ltd had appointed PKF Littlejohn LLP as the external auditor for the Parish Council for the period 2022-23 to 2026-2027. Minute 22.80 e refers.

- f. Repairs to play area roundabout etc

Further to the independent play area inspection report (Minute 22.114 refers) a quote for works was received from Greyhound Leisure Ltd. It was proposed and

**RESOLVED**

That the quote be accepted and the work instructed.

- g. Grant application

Cllr Kitchener took no part in this item. A grant application from Stanwick Bowls Club for a contribution to their centenary celebrations was considered. It was proposed and

## **RESOLVED**

A grant of £250.00 be made to Stanwick Bowls Club to assist with their centenary celebrations. It is requested that ‘supported by Stanwick Parish Council’ is added to any of their publicity.

### **22.151 Planning Matters**

- a. Planning consultations: None
- b. Planning decisions made by North 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>
NE/22/01371/FUL	Single Storey side and rear wrap around extension and external wall insulation at 12 Dolben Avenue

It was noted that there had been email correspondence between the Clerk and case officer in the matter of NE/22/01371/FUL. The Parish Council response had been changed to ‘objection’ as the plans would remove external side access to the rear of the property.

Table to show Planning Consent refused:

<b>Planning reference number</b>	<b>Planning details and address of property that the application relates to</b>
NE/22/01030/TPO	T1 - Sycamore - To be reduced by 2-4 metres (20-25%) at 1 Hill House Gardens

Table to show Applications that have been withdrawn by the applicant:

<b>Planning reference number</b>	<b>Planning details and address of property that the application relates to</b>
NE/22/01067/FUL	Two storey side extension, single storey front extension and a dropped kerb at 2 Mansfield Street

### **22.152 MALLOWS GRANGE LAND OWNERSHIP QUERY**

Further to Minute 22.89 (September 2022) it was agreed that Councillors should view the land in question before any further decisions are made.

### **22.153 TREES**

- a. Tree survey

The tree survey had been circulated to all councillors prior to the meeting. It was agreed that quotes should be obtained for the works listed as ‘high’ risk (three trees). It was noted that two of the ‘high risk’ trees, of the total of five, had already been identified for removal.

b. Scope of the tree survey

It was noted that the survey did not cover all areas owned by the Council as it excluded Mallows Grange and Parish Fields. It was proposed and

**RESOLVED**

That the trees on the Mallows Grange public open space were extremely low risk as they were young trees and relatively insubstantial and can be excluded from the tree survey at this time. The trees on Parish Fields are extremely low risk as the trees are young insubstantial trees and can be excluded from the tree survey at this time. The exception being the two elms trees on the eastern boundary adjacent to the field and the tree surgeon should be instructed to inspect these two trees and that they are included in further surveys.

**22.154 CHURCH PATH**

Further to Minute 22.118 it was noted that the Diocese Advisory Committee (DAC) had discussed the path at a meeting in December and the emailed response was considered. It was agreed that the next step for the Council would be to meet with an appropriately qualified/experienced person to discuss viable options.

It was noted that it may be possible to include the works on the path on the eastern boundary at the same time.

**22.155 MEETING/TRAINING REPORTS FROM COUNCILLORS**

There were no reports given.

**22.156 CLERK'S REPORT**

The Clerks written report was noted. Questions were asked about the paved church path and works due on Raunds Road.

**22.157 MINUTES OF THE STAFFING COMMITTEE**

The Minutes of the Staffing Committee Meeting were noted.

**22.158 POLICIES**

a. Policy review

It was proposed and

**RESOLVED**

That the policies as reviewed and recommended by the Staffing Committee: Dignity at Work Policy, Disciplinary & Dismissal Policy (with non-substantive changes), Equality Policy, Grievance Policy and Recruitment Policy be adopted with immediate effect.

b. New Councillor Induction Pack

It was proposed and

**RESOLVED**

That the updated Councillor Induction Pack be adopted.

c. Training & Development Policy

It was proposed and

**RESOLVED**

That the Training and Development Policy be adopted.

**22.159 ANNUAL REVIEW OF RISK ASSESSMENTS**

It was proposed and

**RESOLVED**

That the Risk Assessment Schedule as shown in Appendix B be adopted and the identified changes approved. It was confirmed that the Risk Assessments listed in the schedule remained fit for purpose.

**22.160 VILLAGE CHRISTMAS LIGHTS**

It was agreed that the ‘community’ Christmas lights had been very popular. It was noted that the Parish Council historically has responsibility for the Christmas lights in the Church yard and on the Christmas tree. As part of the Parish Council risk assessment, these lights are checked by a qualified electrician annually. It was proposed and

**RESOLVED**

That any Christmas lights erected on areas that the Parish Council is responsible for should be tested by a qualified electrician on an annual basis to ensure consistency. The insurance arrangements for the Christmas Lights Group should be verified.

**22.161 POCKET PARK GROUP’S FUNDING APPLICATION**

It was noted that the Group are submitting an application to Awards for All for enhancements to the site. It was proposed and

**RESOLVED**

The Parish Council supports that Pocket Parks Group’s funding application.

**22.162 KING’S CORONATION WEEKEND**

The proposals for a ‘Stanwick Day ‘ on Monday 8<sup>th</sup> May were discussed. It was agreed that it would be beneficial for the Council’s profile to have a manned stall on the day.

**22.163 COMMUNITY SAFETY**

a. Report from the Joint Action Group

There was no report to give due to an error on the part of the administrators.

b. Zebra crossing

Problems with sight lines and visibility raised by a resident were discussed together with the initial responses from Northants Highways.

c. To discuss issues with Highways/bollards

Further to Minute 22.120 c it was noted that a response from Northants Highways was outstanding. It was agreed that the Council would prefer a scheme that could receive grant funding.

d. Local Area Partnerships (LAPs) (Integrated Care System)

It was agreed that the Council would consider appointing a representative to the LAP in due course.

## **22.164 GROUNDS MAINTENANCE**

a. Update on contract situation

Further to Minute 22.131 it was noted that the 'in house' option (option 1) had been withdrawn by North Northants Council. They will submit an alternative offer as soon as possible, however, this may impact upon the timescale for implementation.

Further to Minute 22.102 the Clerk and Cllr Taylor have had an initial discussion for a Stanwick only specification.

## **22.165 ALLOTMENTS**

a. Minutes of the Community Garden Committee Meeting

The Minutes were noted. It was agreed that if the Committee wanted to erect a 'dogs on leads' sign, they were welcome to do so. It was also noted that they had person to act as Treasurer.

b. Community Garden AGM (8<sup>th</sup> February)

The date of the AGM was noted.

c. Allotment plots 9 & 10

It was noted that there was a greater demand for half size allotments than full size allotments. Plot 10 is vacant at present and the tenant of plot 9 had indicated the intention to vacate by 31<sup>st</sup> March. Options for how these two full size allotments could be relet were considered.

It was agreed that to reconfigure the layout of plots 9 and 10 would be a preferred course of action to create smaller plots and the Clerk would work with Cllr Paterson to see how this can be achieved.

#### **22.166 ANNUAL PARISH MEETING** (20<sup>th</sup> April)

It was noted that it had already been agreed that the meeting should be ‘green themed’. Various options for potential invitees were discussed.

#### **22.167 LEASE FOR STANWICK BOWLS CLUB**

Further to Minute 22.96 it was noted that the lease had now been signed and is ready to be returned to the solicitors. It was noted that Councillor Paterson had signed in place of Cllr Glanville-Hughes due to her absence.

#### **22.168 BOWLS MATCH**

An invitation from the Bowls Club for a Bowls Match as part of their centenary celebrations was considered. The Council was delighted to accept the invitation.

#### **22.169 ELECTRICITY SUBSTATION (THE AVENUE) WORKS**

It was noted that Western Power Distribution had agreed to provide a flowering cherry tree in place of the tree to be removed.

#### **22.170 USE OF METAL DETECTOR ON PARISH FIELDS**

A request for permission to use a metal detector on parish land was considered. It was proposed that

#### **RESOLVED**

That subject to a signed agreement, permission would be granted on Parish Fields on the understanding that this permission could be withdrawn at any time and without notice.

#### **22.171 LIST OF CORRESPONDENCE**

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

#### **22.172 NEXT SCHEDULED MEETING**

The next scheduled meeting will be on 16<sup>th</sup> March 2023.

Meeting closed 8.36pm

**Chairman**

## Appendix A

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

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

Cheque no	Payee and reason	Amount
None	None	£0

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

Cheque no	Payee and reason	Amount
none	none	£0

Table 2a : Schedule of BACS payments made between meetings

	Payee and reason	Amount
06/01/2023	Dunn Kirk Consultancy Ltd – tree survey	£1440.00

Table 2b : Schedule of BACS payments presented for authorisation at the meeting

Payee and reason	Amount
Transfer from Unity Trust Current Acct to Unity Trust Deposit Account	£20000.00
N CALC – Common Land Course S Glanville-Hughes	£30.00
Pear Technology – annual technical support	£108.00
Stanwick Village Hall Trust – committee room hire Jan 2023	£20.00
N CALC – Procurement course JLH	£36.00

The above payments were approved (signature line) \_\_\_\_\_ Chairman  
Date signed 19th January 2023

Table 3: Payments made on the corporate debit card

Date	Payee and reason	Amount
	None	

Table 4: For information (Financial Regulation 6.5 & 6.6) automated payments

Date	Method	Payee and reason	Amount
20.12.22	DDM	North Northants Council – Cleansing Oct 22	£14.27
20.12.22	DDM	North Northants Council – grounds maintenance Oct 22	£3360.25
30.12.22	DDM	BT Business	£38.77
03.01.23	STD	Stanwick Village Hall Trust - office rent	£218.00
04.01.23	STD	Transfer from Nat West to Unity Trust Bank	£20000.00
09.01.23	STD	Northamptonshire Pension Fund	£622.08
13.01.23	DDM	Public Works Loan Board – 2 <sup>nd</sup> tranche for the year	£2189.17
15.01.23	DDM	Wave – cemetery water rates	£5.00
15.01.23	DDM	nPower Business Solutions - street light power	£19.71

Table 5: Money received since the last meeting:

Date	Where the money was received from	Amount
09.01.23	HMRC – VAT reclaim	£2135.81
16.01.23	W Fraser 2023 allotment rent plot 5	£35.00

Note: *The General Power of Competence adopted 20<sup>th</sup> May 2021*

## Appendix B

### Risk Assessment Report Schedule 2022-2023: Annually reviewed reports

Name	Date reviewed	Changes made	Notes	Next review
Allotment & Community Garden	January 2023	Dates changed		Jan 2024
Cemetery - Site	January 2023	Reference to ENC changed to NNC Dates changed	Tree survey undertaken Nov 2022. Regular memorial inspection in place 'Failed' memorials not repaired are pocketed after a suitable period	Jan 2024
Financial & Governance	January 2023	Dates Changed. Non substantive change to Business Continuity 4. Gov & Mgt 10. Change to terminology		Jan 2024
Memorial Gardens - site	January 2023	Dates changed		Jan 2024
Parish Fields - site	January 2023	Dates changed	2022 Tree survey did not cover Parish Fields	Jan 2024
Parish Office	January 2023	Date of review	See separate Covid 19 office risk assessment	Jan 2024
Public Open Space at Mallows Grange - site	January 2023	Dates changed		Jan 2024
Recreation ground - site	January 2023	Dates changed		Jan 2024

### Other risk assessment reports

Name	Date adopted	Notes
Memorial inspection	16/05/2019	
Parish Office – covid 19	16/07/2020	
Re-opening play area after lock down	16/07/2020	

### Risk assessments for events during the year should be listed below

Christmas Fayre 04/12/22

Christmas lights December 2022

Notes: Contractors are expected to produce their own risk assessment. Clubs and groups using Parish Council sites are expected to produce their risk assessments.

## List of correspondence 11<sup>th</sup> November 2022 to 12<sup>th</sup> January 2023

This list is comprised of generic or informational emails sent by other organisations and Councils rather than listing correspondence with members of the public. A separate list of correspondence with members of the public or correspondence on specific matters with other bodies is not maintained.

1. Email: NNC Leaders update #37 (circulated to councillors)
2. Email: NCALC Friday mini eUpdate - 11/11/22 (circulated to councillors)
3. Email: N ACRE Parish Council Networking Event - 'Cost of living support' (circulated to councillors)
4. Email: NCALC Friday mini eUpdate - 18/11/22 (circulated to councillors)
5. Email: Wellingborough Mayor's Quiz Night, 24th November
6. Email: Parish Council Members - November E-Bulletin (circulated to councillors)
7. Email: Consultation on school admission arrangements for September 2024 intakes
8. Email: Voluntary Impact Northamptonshire Friday Bulletin
9. Email: Office of Police, Fire and Crime Commissioner today launches Flare Report App
10. Email: Integrated Care System, Integrated Care Northamptonshire (ICN) (circulated to councillors)
11. Email: Northants CALC eUpdate - Nov/Dec 2022 (circulated to councillors)
12. Email: consultation: Proposed school terms dates for 2024-25
13. Email: Active Places Newsletter December 2022
14. Email: Rural Thematic - join us and be part of our rural conversations (circulated to councillors)
15. Email: Northants CALC Training Newsletter - December 2022 (circulated to councillors)
16. Email: Consultation: North Northamptonshire Gypsy and Traveller Accommodation Assessment Update and a Pitch Deliverability Assessment (circulated to councillors)
17. Email: NCALC Friday mini eUpdate - 02/12/22 (circulated to councillors)
18. Email: Voluntary Impact Northamptonshire Friday Bulletin
19. Email: NACRE information from Parish Councillor Network meeting - 28th November 2022 (circulated to councillors)
20. Email: Unity Trust Bank - December newsletter
21. Email: The Local Area Partnerships (LAPs) (circulated to councillors)
22. Email: NNC On-street Electric Vehicle Charging Points: Notification of Batch 5 Sites
23. Email: North Northamptonshire Electoral Review - Community Briefing (circulated to councillors)
24. Email: CPRE BREAKING: a planning victory for the countryside (circulated to councillors)
25. Email: HMRC Important information for employers
26. Email: NNC Leaders update #39 (circulated to councillors)
27. Email: Reminder - 6 Weekly Councillor update meeting with the Commissioner, Chief Constable and Chief Fire Officer - Monday 19th December at 6pm (circulated to councillors)
28. Email: Friday mini eUpdate - 09/12/22 (circulated to councillors)
29. Email: Open Spaces Society December updates: A message from our general secretary (circulated to councillors)

30. Email: Police, Fire and Crime Commissioner's December Newsletter (circulated to councillors)
  31. Email: Voluntary Impact Northamptonshire Friday Bulletin
  32. Email: LPGS 'Our cessation policy has been approved'
  33. Email: NALC Friday mini eUpdate - 16/12/22 (circulated to councillors)
  34. Email: NNC Planning process peer review (circulated to councillors)
  35. Email: Consultation on Northamptonshire Police, Fire and Crime Commissioner's level of council tax precept for policing and fire and rescue services (circulated to councillors)
  36. Email: Town & Parish Council Information - New fund for sports clubs in Northamptonshire
  37. Email: Town & Parish Information - Locally Identified Priorities Link & Neighbourhood Alert leaflet
  38. Email: NNC Superfast Northamptonshire newsletter (circulated to councillors)
  39. Email: Season's greetings from all of us at CPRE (circulated to councillors)
  40. Email: Save the dates for the Mayor of Wellingborough's 2023 Events
  41. Email: NCALC Friday mini eUpdate - 23/12/22 (circulated to councillors)
  42. Email: NNC Leaders update #40 (circulated to councillors)
  43. Email: NACRE Parish Council Members - December E-Bulletin (circulated to councillors)
  44. Email: NCALC Friday mini eUpdate - 06/01/23 (circulated to councillors)
  45. Email: Higham Ferrers TC Quiz & Gig evening
  46. Email: Reminder - 6 Weekly Councillor update meeting with the Commissioner, Chief Constable and Chief Fire Officer - Wednesday 11th January (circulated to councillors)
  47. Email: Wellingborough Mayor's Civic Service, 12th Feb 2023, 3pm
- End